



أكاديمية قطر
للعلوم والتكنولوجيا
QATAR ACADEMY FOR
SCIENCE & TECHNOLOGY

عضو في مؤسسة قطر
Member of Qatar Foundation

QF Schools Withdrawal Process

Qatar Academy for Science and Technology (QAST)

- Parent/guardian and child must be present when withdrawing the child from QAST.
- A withdrawal form must be signed by parent and indicate the reason for the withdrawal.
- Parents must meet with Director of School for an exit interview.
- Parents must meet with Admissions Assistant and Cashier after interview.
- To complete the withdrawal in a timely manner it is recommended to withdraw the student when school is in session, and allow for **three days** for the student to clear.
 - Teachers and/or offices may be unavailable during non-school hours.

Withdrawal / Record Transfer Form (student)

- Student must return all textbooks/materials issued by QAST and notify teachers of their withdrawal from QAST.
 - Teacher to indicate on form of missing textbook or classroom obligations.
- Students having current and outstanding obligations will not be prohibited from withdrawing, but no official documents will be available until all obligations are cleared.
 - All tuition fees, if applicable.
 - Class fees
 - Overdue books
 - Damaged books
 - Lost textbooks
 - Lost library books
 - Uniforms

Completing withdrawal

- When all forms, (parental withdrawal, student withdrawal record), are all complete with appropriate signatures and notices, parent or student will be provided a set of un/official documents to assist with enrollment to next school.
 - Unofficial transcript
 - Schedule of courses
 - Public School Health record
 - Latest report card and/or withdrawal grades
 - Obligations

For questions and concerns please contact the QAST office at +974 44546426.
Or send email to the Admissions Officer: qast@qf.org.qa.