School Transfers

Terms of Enrolment

All parents withdrawing their children from Somersfield Academy should inform the Admissions Office in accordance with the terms of the enrollment agreement which states:

As per the signed enrolment agreement:

"To withdraw the student from the Academy during an academic year, the undersigned will give written notice one full term in advance, either delivered in person or by registered or certified mail. If less than one full term's written notice is given, the undersigned agrees to pay the tuition applicable to the following term.

To withdraw a returning student from the Academy for an academic year commencing in September, the undersigned will give written notice on or before February 1 preceding such September, either delivered in person or by registered or certified mail. If such notice is not given by such February 1, the undersigned agrees to pay tuition applicable to the first term of such academic year."

Notice of Withdrawal

If a child is withdrawn prior to graduation from M5, the conditions statement in the enrollment agreement will apply. Parents are required to send in written notice on or before February 1 of each year should their child not be returning to school in the fall. The school recognises that parents may be unsure by the beginning of February; however, it is recommended (even if it is only a possibility), that the school be informed.

If a family is being transferred to another country or a work contract has not been renewed, families are requested to make an appointment with the Admissions Office or Division Head immediately.

As a matter of respect to families on the waitlist, please advise the school, as soon as possible, if your child will be leaving to attend another school in Bermuda.

Parents whose children are not returning to school, will receive an electronic exit survey in June of the preceding academic year.

When students are enrolled at Somersfield Academy, it is expected that both they and their parents understand and support the school guidelines and policies in the Parent Student Handbook.

In the event that the following serious conditions persist, the Principal may require the withdrawal of a student:

- A student repeatedly violates the school rules

- A student's behaviour is continually disruptive

- A student demonstrates academic problems which the school is unable to support

- A student's influence or presence is harmful or undesirable to others

- The tuition fees are not paid in a timely manner.

Somersfield puts considerable effort into ensuring that the match between the school, the child and the family is 'right.' If the school determines that it is unable to respond sufficiently to the academic, social and emotional needs of a child it reserves the right to require a change of environment to ensure the child's needs are being met successfully. The school will endeavour to work with a family to resolve all serious issues before any student is required to withdraw.

Procedures for Transfers

All requests for recommendations and/or academic records must go through the Registrar as the first point of contact. When a student is transferring to another school and requires teacher recommendations and/or academic records, parents must complete a Transcript Request Form available on the school's website Blackboard or from the Registrar.

A request for transcripts should be made *at least* 30 days prior to the deadline for mailing. This form should be completed in full and submitted to the Registrar along with the transcript processing fee (if applicable), transcript release form and recommendation forms for completion.

School records will only be released once all school fees are paid. Parents are asked not to request recommendations from teachers but to review all procedures directly with the Registrar.

The Registrar requires time to process transfer requests. It is school policy to send these confidential documents directly to the school and not via parents. Payment for courier charges will be applied to the parents' Somersfield account.