

IFSA -Butler Departure Form

Submission of your Departure Form is **mandatory**



Name:

Scottish University:

Mobile Number:

Please list your confirmed exam schedule including dates (day/month/year) and subjects. If you do not have exams, please list your final essay deadlines:

Please list your confirmed departure details below including all flight details:

Date:

Time:

Flight Number:

If you are travelling on the group flight, please confirm your flight details with Missy Severance (mseverance@advantageny.com)

Plan to arrive at least 2 hours before your flight. See the Scottish Scribble for tips and advice on transport options to the airport.

- Standard check-in time for UK Domestic Flights is 1 hour
- Standard check-in time for European Flights is 2 hours
- Standard check-in time for Long-Haul Flights is 3 hours

Departure Checklist

- Clean your room thoroughly and dispose of all unwanted items. Please note there will be a charge for disposing of any items you leaves behind
- Clean common areas including defrosting fridge/freezers
- Return your accommodation keys. There is a minimum charge of £20 for any unreturned keys
- Close your bank account and notify your bank in writing to cancel direct debits or standing orders
- Keep any course syllabi and copies of any work you have submitted
- Return any library books. There are substantial fees for any books you do not return

Any outstanding charges you incur, including accommodation charges or outstanding library books, will delay the processing time of your Transcript

IFSA-Butler Scotland

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