



STUDENT WITHDRAWAL FORM

Notes to Parents:

For all student withdrawals **ONE FULL** calendar month advance notice * in writing is required prior to the last date of a student's attendance. If there is insufficient notice, one month tuition fee will be charged from the date the withdrawal notice is received by the School.

* One full calendar month means from the first day of a month to the last day of that month.

A full month's tuition fee is charged even if the student only attends part of a month. The school reserves the right to deduct any outstanding payment including unpaid tuition fees (plus 10% late payment charge) from the issue price of the debenture prior to refund.

Please complete the portion below and return the form to the school before the appropriate deadline.

Name of Student _____ Date _____

Address (Please PRINT. Refund cheque will be sent to this address) _____ Class _____

Leaving Date _____

- Reason (please \checkmark)
- Promoted to Primary 1
(Name of the School : _____)
- Relocating
- Transfer to another Pre-School
(Name of the School : _____)
- Other reasons : _____

I want to redeem the Debenture (delete that which does not apply.) : **YES**** / **NO**

****Please attach the ORIGINAL debenture certificate with your payment of the last month's tuition fee.** It will take about one month, from the date of receipt of original certificate and clearance of outstanding payments which ever the later, to process the refund.

Signature _____

Nov 30, 2006