



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's 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. If the last day of attendance is not the last or the first day of a month, then withdrawal notice will need to be served more than one month in advance.*

Tuition is collected on a monthly basis. Even if the student may only attend part of a month, a full month's tuition will be collected. The school reserves the right to deduct any outstanding payment, including unpaid tuition fees (plus 10% late payment charge), from the debenture/playgroup levy prior to redemption/refund.

Campus: Hong Kong Kowloon

I _____ (Parent's name) will be withdrawing _____ (Child's name) in _____ (class) effective on _____ (withdrawal date). Please accept this as my ONE FULL CALENDAR MONTH NOTICE for withdrawal of my child.

Reason(s) of withdrawal:

- | | |
|--|--|
| <input type="checkbox"/> Promote to Primary 1
(Name of school: _____) | <input type="checkbox"/> Transfer to another Pre-School
(Name of school: _____) |
| <input type="checkbox"/> Relocation to _____ | <input type="checkbox"/> Other reasons: _____ |

I would like to redeem the Debenture/Playgroup Levy (please delete as applicable): YES**/NO

*** Please attach the ORIGINAL debenture certificate with this form for redemption of debenture.*

Bank name: _____ Bank account number: _____

Name of account holder: _____

Email address: _____

Redemption will take approximately one month from the date of receipt of the original debenture certificate and clearance of outstanding payments whichever is the later, to process the redemption.

Parent's signature: _____ Date: _____

Office use only:

Form received on:	Outstanding payment cleared on:
Original debenture certificate received on:	Received by Account Office on:
Redemption completed on:	Confirmation sent on:

