

# United Christian College (Kowloon East)

## Student Withdrawal Notice

(Please submit this withdrawal notice 2 weeks in advance to Form Teacher.)

### I. Student Particulars

Name of student (in full): \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

Student ID: s \_\_\_\_\_ Class: S. \_\_\_\_\_ Class number: \_\_\_\_\_

Date of application: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

Last date of attendance: \_\_\_\_\_ (DD/MM/YYYY)

### II. Contact Information of Parent (No need to fill in if there is no change with school record)

Name of Parent: \_\_\_\_\_ Contact number: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship with the student: \_\_\_\_\_

Address: \_\_\_\_\_

### III. Reason for withdrawal

- Change school (local & overseas) (School Name: \_\_\_\_\_)
- Emigration
- Health /medical reason
- Unwilling to disclose
- Other reasons (Please specify: \_\_\_\_\_)

### IV. E-money Balance

- Refund (via the designated autopay account)
- Donate to the school

### V. Notes for your attention

1. Tuition fees are charged for a complete month. There is no pro-rata adjustment for attendance for part of a month. Tuition fees paid are **NOT** refundable.
2. If there is any credit balance or deposit on account, refund will be made via the designated autopay account.
3. Refund will be made within **three** months after the last date of attendance.
4. Any change of last attendance date/cancellation of withdrawal is subject to the availability of school place of the school.
5. The personal data provided in this form will be kept confidential and will be used for checking of records only.

### VI. Declaration

This is to notify the school that I will be withdrawing the above child(ren) from your school and I declare that all information given in this form is accurate and complete.

\_\_\_\_\_  
Parent's Signature

Date: \_\_\_\_\_