



## Student Withdrawal Notice – ESF International Kindergarten, Tung Chung

Please return the completed form to kindergarten administrator.

Student Name ( <i>last name, first name</i> )	Class	Last Date of Attendance	Destination School (if applicable)	ESF number (if known)

Parent Name \_\_\_\_\_ Phone No. \_\_\_\_\_ Parent Email \_\_\_\_\_

**Reason of leaving**

\_\_\_\_\_

\_\_\_\_\_

**On redemption of the debenture, the Registered Holder is required to surrender the debenture to ESL for cancellation. \*The debenture will not be redeemed without the two-month advance notice of withdrawal.**

- I hereby confirm the above debenture has been returned to the kindergarten for redemption, or
- I have lost the above debenture. Please arrange redemption according to kindergarten's record.

**The debenture will be refunded within 30 days' of the child's last day of attendance at the kindergarten, provided that two months' notice has been given. If students withdraw at the end of the school year, refund will be made within 2 months from the last day of the academic year.**

- Refund will be made via the designated auto-pay account, or
- To other local bank account of parents: - Bank Account Holder's Name \_\_\_\_\_
- Bank Name \_\_\_\_\_ Branch and Bank Account Number \_\_\_\_\_

The information submitted on this form is being collected in accordance with the ESF Personal Data Handling Policy and its related Personal Information Collection Statements ("PICS"). A copy of the PICS can be found on the ESF web site (<http://www.esf.edu.hk/>) by clicking on the "About ESF" tab.

<b>FOR SCHOOL USE ONLY</b>	
Current: <input type="checkbox"/>	Prospective: <input type="checkbox"/>
Received date of the notice:	
Verified by:	Sent to ESFC on:

\_\_\_\_\_  
Parent's / Debenture Holder's Signature  
Name :  
Date :

**Remarks:**

1. If a family has more than one child attending different ESF schools, withdrawal notice should be returned to respective schools individually.
2. Tuition fees are charged for a complete month. There's no pro-rata adjustment for attendance for part of a month
3. If there is any credit balance or deposit on account, **refund will be made via the designated auto-pay account.**
4. Any change of last attendance date / cancellation of withdrawal is subject to the availability of school place at respective schools.
5. \*Redemption conditions and requirements of refundable debenture are set out in kindergarten web-site <http://www.esf.edu.hk/school-fees/>
6. Parents are required to pay the refundable debenture and advance fees as a new enrolment if their child re-enters the Kindergarten after the date of withdrawal.