



**Parkview International Pre-School**

## Student Withdrawal Form

### Notes to Parents:

For all student withdrawals ONE FULL calendar month (<sup>Note</sup>) advance notice in writing is required. One full calendar month means from the first day of a month to the last day of that month. A full month tuition fee is charged even if the student attends part of a month. The school reserves the right to deduct any outstanding fees (plus 10% late payment charge) from the issue price of the debenture prior to refund.

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

To: PIPS

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

My child \_\_\_\_\_ (name) who is in \_\_\_\_\_  
(current class) will withdraw from PIPS. The last day of his/her attendance will be on

\_\_\_\_\_ .

The reason for his/her withdrawal is :

- Promotion to Primary 1  
Name of new school \_\_\_\_\_
- Relocation overseas
- Transfer to another pre-school  
Name of new school \_\_\_\_\_
- House removal
- Other reasons \_\_\_\_\_

I want to redeem my debenture: Yes / No.

(Parents intending to redeem the debenture should return the debenture certificate to the school. We will process the refund upon parent's settlement of any outstanding payments and receipt of the bank's confirmation of direct debit of the last month's tuition fee.)

Address: (The refund cheque will be posted to the address you provide below. Please write clearly.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Parent

\_\_\_\_\_  
Signature

Note: In the later part of a school year, parents will be asked to confirm whether their child will be returning in the next school year in order for the school to reserve a place for their child. This requires parents to commit to the payment of the first month's tuition fee for the next school year in case the child withdraws before the start of the next school year. This commitment still holds even if the withdrawal is served with a month's notice.