



Student Withdrawal Form

Notes to Parents:

For all student withdrawals **ONE FULL CALENDAR MONTH** advance notice in written 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 months means from the first day of a month to the last day of that month. If the last day of study 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.

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.

I _____ (Parent's Name) will be withdrawing _____ (Child's Name)
in _____ (Class) effective on _____ (Withdrawal date).

Reason(s) of leaving (Please ✓)

- Promotion to Year 1. Name of the School: _____
- Relocation overseas
- Transfer to another pre-school. Name of the School: _____
- House Removal
- Other reasons _____

Please accept this as my **ONE FULL CALENDAR MONTH NOTICE** for withdrawal of my child.

I want to redeem the Debenture: Yes No

**Please attach the original debenture certificate with this form. Redemption will take approximately one month from the date of receipt of the original certificate and clearance of outstanding payments whichever is later, to process the refund.

Parent's Signature _____ Date _____