

Kau Yan School (primary section)

Application for Withdrawal of Study

IMPORTANT NOTES

Kindly note that application for student withdrawal has to be made with at least 2 months advance notice. There will be 2 months of tuition fees chargeable for all student withdrawal cases, counting from the date of application.

Section I : Student Particulars

Student Name : _____

Class: _____ Class No: _____

Contact No : _____ Email Address : _____

Section II : Reason for Withdrawal

I hereby confirm you of my decision to discontinue my study with effect from ____/____/ 20____ due to the following reason: (Please choose the main reason for withdrawal of study ☒ only One box)

☐ Continue study in another School

(The name of the school must be indicated in order to be submitted to the EDB) _____

☐ Financial reason ☐ Family Reason(s) ☐ Health reason(s) ☐ Mainland Study

☐ Emigration (please specify) _____ ☐ Oversea Study (please specify) _____

☐ Others (please specify) _____

Section III : Declaration

I declare that the information given in this form is true and correct. I fully understand and agree with the “IMPORTANT NOTES” of this form.

Name of Parent/Guardian _____ Signature of Parent / Guardian : _____ Date : _____

----- This column is filled in by the school -----

Section IV : Procedure

Step	Administrative Office	Matter for Clearance	Remarks
1	Approval by the Principal	<input type="checkbox"/> Received the notice of withdrawal, grant approval for withdrawal of study since the # First/Second semester of 20____/____ Principal Signature : _____ Date : _____	
2	Account	<input type="checkbox"/> Student has paid off the tuition fees on _____(Date). <input type="checkbox"/> The school has returned the fee from eClass (\$_____) on _____(Date).	
3.	Learning Centre	<input type="checkbox"/> Student has returned and refund all books overdue fines (if any) on _____(Date)	
4	Registry	<input type="checkbox"/> The school has contacted related teachers on _____(Date) <input type="checkbox"/> The school has renewed the school student record on _____(Date)	
5	Others		
6	EC approval	Name : _____ Signature : _____ Date : _____	