

Seventh-day Adventist Kindergarten 三育幼稚园

1. WITHDRAWAL

- 1.1 This withdrawal notice must be dated and given to the office in order to qualify for a refund of the deposit and to avoid the forfeiture of the same.
- 1.2 Once the withdrawal is confirmed, your child's vacancy will be given to others. Therefore, please consider carefully before you submit this withdrawal notice.

2. REFUND OF DEPOSIT

- 2.1 The deposit is non-transferable.
- 2.2 The deposit shall be refunded or forfeited in accordance to the withdrawal notice given as below.

Withdrawal Notice	Refund Amount
Notice given 10 weeks before the beginning of new school term	100% refund
Notice given 8 weeks or more before the beginning of new school term	50% refund
Notice given 4 weeks or more before the beginning of new school term	25% refund
Notice given less than 4 weeks before the beginning of the new school term	No refund

- 2.3 A cheque will be made (if any) and posted to your mailing address within 1 month after the last day of school.

WITHDRAWAL NOTICE

CHILD'S FAMILY NAME

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CHILD'S GIVEN NAME

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CURRENT CLASS

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eg. NA, K1A class

BIRTH CERT./FIN NO.

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Is Your Child a Student Pass holder? Yes / No

* Foreign students are required to surrender their Student's Pass Cards for cancellation within 7 days from the date of cessation or termination of their study.

Please "✓" to indicate your options or strike off the non-applicable sections:

WITHDRAWAL FOR THE CURRENT YEAR : His/her last day in school is _____.

WITHDRAWAL FOR THE COMING YEAR : My child is enrolled in Pre-Nursery / Nursery / K1 / K2 class.

WITHDRAWAL REASON

- Shift house Health Caregiver Distance Finance Employment Condition
 Return to home country Lesson Hours Others (please specify) _____

Name of Father/Mother/Guardian*

Signature

Submission Date

* *Name should be same as your bank account's name.*

(Father's hp) _____ (Mother's hp) _____ (House phone) _____

FOR OFFICIAL USE ONLY

RECEIPT DATE

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REFUND

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REFUND DETAILS

Cheque is payable to _____

Parents wish to collect the refund :

By post

Posting date _____

Self-Collection

Collection date _____

Collected by father / mother / child

Deposit \$ _____

MISC Fee \$ _____

Others \$ _____

TOTAL AMOUNT \$ _____

(including GST)

Baby Bonus Acc / Cash /

Cheque _____

CHECKLIST

Billing system

SMS

Email

ECDA

ICA

Attendance Record