港大同學會書院
HKUGA COLLEGE

ADM037SWF

STUDENT WITHDRAWAL FORM

Student Number: …………………………………

Student Name：………………………………… Class：……….................... (   )

Last School Day：………………………………… Contact No：..……………………….

Parents email Address:………………………………………………………………………..

1. **Reasons for withdrawal:**

   a. Study abroad/Migration (Country: …………………………………………………………)

   b. Change to other school (School Name:……………………………………………….)

   c. Others: ………………………………………………………………………………………

2. If there is money to be returned from the custodian account, please provide the information of beneficiary:

   Name of Beneficiary: …………………………………………………………………………

   Address: ………………………………………………………………………………………

   Name of Bank: ……………………………………….. Bank a/c number: …………………….

3. Remarks, if any ………………………………………………………………………………..

   Parent/Guardian Signature:…………………………. Date: ……………………………..

   Class Teacher Signature: ………………………….. Date: ……………………………..

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For office use only:

4. **Checklist for Student Clearance:**

   ☐ IT equipment returned   Signed by the IT……………………………..

   ☐ Library books returned   Signed by the Librarian…………………...

   ☐ DEAR books returned   Signed by Class Teacher…….……………

   ☐ Locker cleared   Signed by Class Teacher…….……………

   ☐ Student ID card voided………………………………..……………………………………..

   ☐ Others:……………………………………………………………………………………..

   Note we must receive the withdrawal application 30 days before your next bill date in order to avoid continuing charges on your account.

School Fee Refund Policy

- A written notice of withdrawal, indicating the child's last day of school, must be provided at least one month in advance.
- The school fees are subject to variation based on the year level and will be updated in the school fee chart for each academic year.
- Any fees or charges related to bank transfers are the responsibility of the payer.
- Upon enrollment, monthly school fees will be applied. It is important to note that there will be no refunds for periods of absence from the school. From the moment a student joins the school until the student's departure, full monthly fees will be charged without any refunds, even if the student leaves in the middle of the month.

If there are specific circumstances that may justify an exception to this Refund Policy, the payer has the option to submit a written appeal to the Principal for consideration. The Principal has the ultimate decision-making authority. This policy would be reviewed from time to time to ensure its effectiveness, and to address any necessary updates or improvements.