

# 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 in the Percentage table below.

Percentage Table

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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CHILD'S GIVEN NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CURRENT CLASS

--	--	--	--	--

eg. NA, K1A class

BIRTH CERT./FIN NO.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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     Parent's Oversea Posting

Return to home country                       Lesson Hours     Others (please specify) \_\_\_\_\_

\_\_\_\_\_  
Father/Mother/Guardian's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Submission Date

(Father's hp) \_\_\_\_\_ (Mother's hp) \_\_\_\_\_ (House phone) \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

RECEIPT DATE

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

REFUND

YES / NO

REFUND DETAILS

Deposit                      \$ \_\_\_\_\_

MISC Fee                      \$ \_\_\_\_\_

Others                      \$ \_\_\_\_\_

TOTAL AMOUNT              \$ \_\_\_\_\_

(including GST)

Baby Bonus Acc / Cash /

Cheque \_\_\_\_\_

**CHECKLIST**

- Billing system                       SMS                       Email                       ECDA
- ICA                                       Attendance Record