



Student Withdrawal Notice – “Discovery College”

Please return the completed form to school administrator.

Student Name (<i>last name, first name</i>)	Class	Last Date of Attendance	Destination School (if applicable)	ESF number (if known)

Parent Name (<i>last name, first name</i>)	Phone No.	Parent Email

Reason of leaving

Remarks

The information submitted on this form is being collected in accordance with the ESF Personal Data Handling Policy and its related Personal Information Collection Statements (“PICS”). A copy of the PICS can be found on the ESF web site (<http://www.esf.edu.hk/>) by clicking on the “About ESF” tab.

FOR SCHOOL USE ONLY	
Current: <input type="checkbox"/>	Prospective: <input type="checkbox"/>
Received date of the notice:	
Verified by:	Sent to ESFC on:

Parent’s Signature

Name :

Date :

Remarks:

1. If a family has more than one child attending different ESF schools, withdrawal notice should be returned to respective schools individually.
2. Tuition fees are charged for a complete month. There’s no pro-rata adjustment for attendance for part of a month
3. If there is any credit balance or deposit on account, **refund will be made via the designated auto-pay account.**
4. Refund will be made within one month after the last date of attendance. If students withdraw at the end of the school year, refund will be made within 2 months from the last day of the academic year. (For secondary students who may be on exam leave, the last day of attendance is deemed to be the last day of the academic year)
5. The remaining half of the deposit made when accepting the offer of a place will be credited against the fees for the last month of enrolment, subject to the Student Withdrawal Notice being received at least 2 months prior to the student’s last date of attendance. The deposit will be forfeited without the two-month advance notice of withdrawal.
6. Any change of last attendance date / cancellation of withdrawal is subject to the availability of school place at the College.
7. Parents are required to pay the two-month admissions deposit as a new enrolment if their child re-enters the College after the date of withdrawal.
8. The receipt of the notice will be acknowledged via email by the Admission Office within 2 working days. If withdrawing parents do not receive the acknowledgement email within 5 working days after the notice has been sent out, please contact the Admission Office.