**Student Withdrawal Notice – Peak School**

Please return the form to school administrator at least one month prior to the last date of attendance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Name (*last name, first name)* | Class | Last Date of Attendance | Destination  School  (if applicable) | ESF number  (if known) |
|  |  |  |  |  |
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|  |  |  |
| --- | --- | --- |
| Parent Name (*last name, first name)* | Phone No. | Parent Email |
|  |  |  |
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Reason of leaving

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Remarks

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*We would be grateful if you would take a few minutes to complete a short online leaver’s survey. We will e-mail a link to the survey following receipt of your withdrawal notice.*

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.

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|  |  |  | **FOR SCHOOL USE ONLY** | |
|  |  |  | Current: | Prospective: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | Received date of the notice: | |
| Parent’s Signature  Name :  Date : |  |  | Verified by: | Sent to ESFC on: |

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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 30 working days after the last date of attendance.
5. Any change of last attendance date / cancellation of withdrawal is subject to the availability of school place at respective schools.
6. Parents are required to pay the Refundable Capital Levy / Non-refundable Capital Levy and admissions deposit as a new enrolment if their child re-enters any ESF school after the date of withdrawal.