

CHATSWORTH KINDERGARTEN

Business Reg. No: 52995642W

STUDENT WITHDRAWAL FORM

IMPORTANT NOTE:

- 1) In order to avoid misunderstanding, distress and full liability on the subsequent new term's fees, it is important that your written notification of withdrawal is received by the relevant deadline as herewith stated.
- 2) Any written notification of withdrawal and/or this "Student Withdrawal Form" must reach us **six (6) weeks in advance, before the end of the current term** and this notice period excludes the school holidays. **Failure to give the requisite notice of withdrawal will result in forfeiture of the deposit.**
- 3) The notice must be submitted by Fax (Fax no. 6481 5565) or delivered by hand to the Kindergarten.
- 4) Verbal notification will not be accepted.
- 5) Fees will not be refunded for mid-term withdrawals.

SECTION A: STUDENT'S PARTICULARS.

Student Name(s): _____
(Family name) (First/ Given Name)

Level (Please Circle) : Pre-Kindergarten / Kindergarten One / Kindergarten Two

SECTION B.: CONFIRMATION OF WITHDRAWAL BY PARENT/ GUARDIAN

Notification of withdrawal submitted by : _____
(Family Name) (First/ Given Name)

Tel/ Hp/ Fax : _____

E-mail : _____

Date of Withdrawal: _____ (day) (month) (year)

Date of Notification: _____ (day) (month) (year)

Reason for withdrawal:

Refund of deposit - Where applicable, a cheque will be issued for refund of deposit, please complete the following:-

Account payee name: _____

To cross cheque (Please circle): Yes / No

Mailing Address: _____

Signature of Parent/ Guardian: _____ Date: _____

For Official Records only

Notice received on : _____ By : _____