



## Student Withdrawal Notice – West Island School

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

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

---

*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.

Parent's Signature

Name :

Date :

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

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 refundable capital levy 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. 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 non-refundable capital levy and admissions deposit as a new enrolment if their child re-enters any ESF school after the date of withdrawal.