



HKCA Po Leung Kuk School 保良局建造商會學校

Student Withdrawal Notice

Please return this form to the School Admission Office at least one month before the last day of attendance.

I would like to withdraw my child/children from the School:

Student Name (Family name, first name)	Class	HKID/ Passport	Last Date of Attendance (DD/MM/YYYY)

Reason for Withdraw (Please \surd one appropriate reason listed below) :

- Leaving HK Employment change Financial and/or family reasons
- Health reasons Adjustment difficulty Unsatisfactory academic progress
- Change to another school

Name of School: _____ Country: _____

Other reason (please specify): _____

Parent Names (Family name, first name)	Phone #	Email Address

The information submitted on this form is being collected in accordance with our Personal Data Handling Policy. A copy of this policy can be collected at the School Office.

Parent's Signature: _____

Date (DD/MM/YYYY): _____

FOR SCHOOL USE ONLY	
Current: <input type="checkbox"/>	Prospective: <input type="checkbox"/>
Received date:	
Verified by admission staff:	
Noted by Homeroom teacher:	
Approved by Principal:	

Notes:

1. Tuition fees are charged for a complete month. There is no pro-rata adjustment for attendance of part of a month.
2. Any change of last attendance day / cancellation of withdrawal is subject to the availability of school places at the School.

3. If this Student Withdrawal Notice is **not** submitted to the School before 1 June, we will assume that your child is returning after the summer break, and parents will be liable to the tuition fees for September, even if the student does not return to the School.

We would be grateful if you would take a few minutes to give us some feedback on your time with us:

Thank you, and we wish you all the best in your future!