

Date received: _____

The Chinese Foundation Secondary School

Student Withdrawal Notice

This form should be completed by parents/guardians and returned to the General Office at least one month before the last date of attendance. Read the Notes below.

1. Student's Full Name: _____

2. Class: S. _____ (_____) Class No.: _____

3. Reason for leaving *(This part must be completed as required by EDB.)*

* Transferring to another school in Hong Kong.

Name of school: _____

Continuing studies overseas

Country: _____; Name of school: _____

Emigration

Country: _____

Others (Please specify: _____)

4. Last day of attendance: _____

5. Other information (if any)

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Date: _____

** Put a tick in the appropriate box.*

Notes:

1. If more than one child of a family applies for withdrawal, separate withdrawal notices should be submitted.
2. School fees are charged for a complete month through autopay. Once the amount is debited from parents'/guardians' accounts, no refund will be made.