



# 綠楊幼稚園暨幼兒園

## LUK YEUNG KINDERGARTEN AND CHILD CARE CENTRE

### 學生退學表

### STUDENT WITHDRAWAL FORM

#### STUDENT INFORMATION

學生資料

英文姓名 English Name	中文姓名 Chinese Name	班別 Class
_____	_____	_____
性別 M <input type="checkbox"/> 男 Gender F <input type="checkbox"/> 女	出生日期 Date of Birth	預計最後上課天 Intended Last Day
	_____	_____
	D 日 D M 月 M Y 年 Y	D 日 D M 月 M Y 年 Y

#### PARENT/LEGAL GUARDIAN INFORMATION

家長/監護人資料

<input type="checkbox"/> 父 Father	<input type="checkbox"/> 母 Mother	<input type="checkbox"/> 監護人 (請註明) Guardian (Please specify)
_____	_____	_____
家長/監護人英文姓名 Parent/Guardian's English Name	家長/監護人中文姓名 Parent/Guardian's Chinese Name	
_____	_____	
電子郵箱 E-mail	電話 Contact Tel	
_____	_____	

#### REASON(S) FOR WITHDRAWAL

退學原因

- 轉移到另一所學校  
Transfer to another school
- 搬遷  
Relocation
- 其他原因  
Other reasons
- \_\_\_\_\_

#### Withdrawal Procedure:

Please complete and submit this withdrawal form one month before the 1<sup>st</sup> of the intended last month. For instance, if a student is intended to withdraw in May, this form must be submitted before April 1<sup>st</sup>; alternatively, payment of one month's school fees may be given in lieu of short notice. If the aforementioned withdrawal procedure is not completed one month prior to the anticipated last month, the pre-purchased books and art supplies and refreshments fee will not be provided or refunded, respectively. The school reserves the right to make the final decision.

Note: This withdrawal form should be emailed to [LukYeungKG@gmail.com](mailto:LukYeungKG@gmail.com). We will reply via email within two working days. If parents do not receive our response, please call us at 2499 8832 for confirmation before the withdrawal notification deadline.

#### 退學須知:

學生退學請提前一個月於一號前填妥此退學表通知校方，如 5 月退學，必須 4 月 1 日前交退學表予學校，否則需繳付一個月之學費作為代通知金。如未完成以上退學手續，已繳交之書簿美勞用品及茶點費一概不會退回，本校有最終決定權。

註:退學表請電郵至 [LukYeungKG@gmail.com](mailto:LukYeungKG@gmail.com)，學校會在兩個工作天內以電郵回覆，如家長未收到回覆請家長於退學通知限期前請致電 2499 8832 確認。

Office Use Only:	僅限學校使用
	Form received on
	O/S pmt cleared on