

STUDENT WITHDRAWAL FORM



FOR ADMIN USE ONLY

Date of Submission D D / M M / Y Y Y Y

STUDENT PARTICULARS

[^]Circle where applicable.

Full Name

Date of Birth D D / M M / Y Y Y Y

Class PLAYGROUP N1 N2 K1 K2 1 2 3 4 5 6

PARENT PARTICULARS

MOTHER FATHER GUARDIAN

Full Name

Address

Contact Number

Email Address

WITHDRAWAL REPORT

Reason for Leaving*

* For relocation or medical purposes, please provide supporting documents.

Expected Withdrawal Date D D / M M / Y Y Y Y

REFUND & WITHDRAWAL POLICY

As stated in the Schedule of Fees, **60-days** written notice must be given prior to the child's last day at the School. Failure to do so will result in the forfeit of the refund amount.

Refunds can only be made for payment of Annual Tuition Fees. The refund amount is calculated on a pro-rated basis as below:

Daily Refund Rate = Annual Tuition Fees / The Number of School Days

Refund Amount = Daily Refund Rate x Number of School Days Remaining From the Last Day At School until the End of the Academic Year x 75%

Installment payment plan is not entitled for refunds. The Registration Fee and any other prepaid bus or extra-curricular fees are **not refundable at any time**. In the event where the School is closed due to unforeseen circumstances beyond its control, including but not limited to epidemic outbreaks and Acts of Gods, the School will not be liable to make any refunds.

Amounts will be refunded to the company or individual that made the payment at the beginning of the enrolment. All refunds will be in VND. In certain cases, you may be requested to sign additional documents in order to process the refunds.

Please note that a Registration Fee will apply upon re-enrolment of the child.

I/we have read, understood and agree with the Refund & Withdrawal Policy above.

DATE _____

SIGNATURE &
NAME OF PARENT: _____

31-33 Giang Van Minh, An Phu Ward, Thu Duc City, Ho Chi Minh City

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