

# STUDENT WITHDRAWAL FORM

## FOR ADMIN USE ONLY

Date of Submission    DD / MM / YYYY

## STUDENT PARTICULARS

^Circle where applicable.

Full Name

Date of Birth    DD / MM / YYYY

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    DD / MM / YYYY

## REFUND & WITHDRAWAL POLICY

Parents must complete and submit the School's Withdrawal Notification Form 60 days before the withdrawal date. Failure to do so will result in the forfeit of the Security Deposit and tuition fee refund.

Refunds can only apply to the Annual Tuition Fee.

The instalment payment plan and late enrolments are not entitled to refunds.

The refund can only be applied once and 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%**

Amounts will be refunded in VND to the individual or company that made the payment.

In the event that the School has to close due to force majeure, including, but not limited to, epidemic outbreaks and Acts of God, the School will not be liable to make any refunds.

Please note that Registration Fee and Security Deposit will apply upon re-enrollment of the child.

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

DATE \_\_\_\_\_

SIGNATURE &  
NAME OF PARENT: \_\_\_\_\_

### ANNE HILL INTERNATIONAL SCHOOL

• **Preschool:** 32 An Phu, An Phu Ward, Thu Duc City, Ho Chi Minh City  
• **Primary school:** 31 Giang Van Minh, An Phu Ward, Thu Duc City, Ho Chi Minh City

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