

米頓堅斯中文學校及社區中心 Milton Keynes Chinese School and Community Centre

c/o St. Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes MK6 5EN

Tel.: 01908-888152 Mobile (Sunday only): 07790-811613 Email: inbox@mkchinese.org.uk Website: <http://www.mkchinese.org.uk>

STUDENT WITHDRAW FORM 學生退學表	OFFICE USE 學校專用- Student Reference
Student name (English & Chinese) 姓名(中文及英文)	Address 地址:
Current class 現讀班級:	Proposed date of withdrawal 退學日期:
Reason(s) for withdrawal 退學原因: (To assist communication, please fill in this section. 請填寫此欄以助溝通)	
Declaration <i>I confirm that the information given on this form is correct to the best of my knowledge. I have read the information below and I agree to observe the rules for withdrawal.</i> 我確定以上所提供的資料正確。我已閱讀及明白以下之條款及願意遵守。If under 18, parent/guardian please sign. 十八歲以下，請由父母或監護人簽署。 Signature 簽名: _____ Date 日期: _____ *Name 姓名: _____ *Please give name in order for us to issue a cheque refund	

What you should know before you withdraw 退學須知

Definitions : "School", "we", "us", "our" and "ours" refer to Milton Keynes Chinese School & Community Centre. "you", "your" and "yours" refer to the student named on the withdrawal form. If the student is under 18, then his/her parents or guardians are jointly responsible for noting the information given below.

1. We suggest you speak to our School Administrator / Chairperson before filling in this form. This will give us an opportunity to understand your problem and to make suitable arrangements.
2. If you wish to withdraw from the School (other than at the normal leaving date) you shall either give one, full term's written notice to that effect or shall pay to the school one full term's fees in lieu of notice. You will then be entitled to a refund of the unused portion of the fees you have paid less an administration charge of £15. Refunds can only be made by cheque and will be sent to the address given above.
3. After withdrawal, you or your parent who has signed the enrolment form will cease to become a member of the school.

For Office Use 學校專用
Headteacher/School Administrator:
Student's name: _____ Class: _____ Date of withdrawal: _____
Treasurer:
Receipt No:Fee refunded: _____ Cheque No: _____