



Think International Kindergarten / Nursery

Student Withdrawal Form

Please your registered campus and send this form to the Admission office via email or in person.

Laguna City (email: thinkkg_lc@think.edu.hk) Ma On Shan (email: thinkkg_mos@think.edu.hk)

Nam Cheong (email: thinkkg_nc@think.edu.hk) Mei Foo (email: thinkkg_mf@think.edu.hk)

Student Name (in English): _____ (in Chinese): _____

Sex: _____ Date of Birth: _____ Class: _____ Last Date of Attendance: _____

Reason of Leaving: _____

Any siblings attending Think International Kindergarten/School? Yes No

If yes, please fill out the below:

Sibling's Name (in English): _____ (in Chinese): _____ Class: _____

Remarks:

- 1) For Newly registered students: If I withdraw my child from school after registration, this form should be returned to the Admissions Office or via email one month in advance of auto payment date for 1st term book fee.
- 2) For current students: This form should be returned to the Admissions Office or via email at least ONE MONTH prior to the last day of attendance.
- 3) If withdrawing parents do not receive an acknowledgement from school within 10 days, please confirm with the Admissions Office.
- 4) One month's notice is required for withdrawal, parents will be required to pay one month's school fee in lieu if a parent fail to give the school the required notice.
- 5) School fees are charged for a complete month. There's no pro-rata adjustment for attendance for part of a month.
- 6) If I withdraw my child after the deadline, I understand there will be an administrative charge. Details are available from the School Office.

Parent's Name: _____ Parent's Signature: _____ Phone No.: _____ Date: _____

For school office use only:

Received date of the form: _____	Verified by: _____
Class Teacher Signature: _____	Principal Signature: _____
Remarks: _____	



朗思國際幼稚園／幼兒園

退學申請

請將退學申請表電郵或親自交回 貴子弟／女所屬的幼稚園／幼兒園
請

麗港城 (電郵: thinkkg_lc@think.edu.hk)

馬鞍山 (電郵: thinkkg_mos@think.edu.hk)

南昌 (電郵: thinkkg_nc@think.edu.hk)

美孚 (電郵: thinkkg_mf@think.edu.hk)

英文姓名: _____ 中文姓名: _____

性別: _____ 出生日期: _____ 班別: _____ 申請退學日期: _____

退學原因: _____

是否有兄弟姊妹仍在本園之幼稚園/小學就讀? 有 沒有

如有, 請填寫以下內容:

兄弟姊妹: _____ 英文姓名: _____ 中文姓名: _____ 班別: _____

備註:

- 1) 註冊新生: 凡已註冊的新生, 如欲申請取消學位, 必須在書簿雜費轉賬前的一個月, 提交此退學申請表。
- 2) 現就讀的學生: 如欲申請退學, 必須一個月前提交此退學申請表。
- 3) 凡已遞交退學申請表, 而十天內未接獲學校的確認通知, 請家長聯絡學校。
- 4) 如不足一個月前遞交退學申請表, 必須向校方補償一個月之學費。
- 5) 學費均以整月計算, 敬請留意。
- 6) 逾期遞交之取消學位申請, 學校將會收取行政費用, 詳情可致電校務處查詢。

家長姓名: _____ 家長簽署: _____ 聯絡電話.: _____ 日期: _____

以下由本園填寫:

交表日期: _____

核實者: _____

老師簽署: _____

校長簽署: _____

備註: _____