



ICHK STUDENT WITHDRAWAL FORM

STUDENT NAME: _____ YEAR GROUP: _____
(LAST NAME) (GIVEN NAME)

LAST DAY AT ICHK: _____ (DD/MM/YY)

REASON FOR WITHDRAWAL:

Other school in HK Family Relocating Overseas Boarding School University/Higher Education

NAME OF NEW SCHOOL: _____

For families who have paid a **Refundable Capital Deposit**, i.e. prior to Sept 2014, please refer to the Policy available on the school website. Parents have a contractual entitlement to a refund of the capital deposit only in the following circumstances: (i) The pupil has left ICHK, (ii) No money is owing to ICHK from the parents, and (iii) One full term’s written notice of withdrawal has been given to the Head of School.

I would like to donate my capital deposit to ICHK to contribute to the school’s future development (donation is tax deductible).

I have given proper notice and would like my capital deposit returned to me.

I have not given one Term’s notice and accept that refund of capital deposit will be made with deduction of the following Term's tuition in lieu of notice.

I have not given proper notice, but consider that there are exceptional circumstances that I would like to be considered by the Board of Governors. I attach a written account explaining these circumstances.

For families who have paid a **Non-Refundable Capital Debenture**, only refund of remaining Miscellaneous Deposit will be made.

Capital Deposit Refund Cheque Payable to: _____

Miscellaneous Deposit Refund Cheque Payable to: _____

Bank Account No. (for Direct Cheque Deposit - **HSBC HK** only): 004- _____

Mailing Address for Cheque by Post:

Contact Phone No: _____ Email: _____

PARENT’S SIGNATURE: _____ TODAY’S DATE: _____

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Refund of Capital Deposit – Schedule

The Capital Deposit will be refunded according to the ICHK Refund Policy, available on the school website. The Finance Committee make all decisions related to this deposit. Parents may appeal to the Board of Governors, whose decision is final. The dates below refer to the 2018-19 school year.

1. A student withdrawing before the start of the Second Term : 7 Jan, 2019 and having paid the tuition for the first term.	
Withdrawal Notification Received in Writing:	Refund of the Capital Deposit
On or before 16 August, 2018	100% Refund
On or after 17 August, 2018	Capital Deposit less the 2nd term’s tuition
2. A student withdrawing before the start of the Third Term : 29 Apr, 2019 and having paid the tuition for the second term.	
Withdrawal Notification Received in Writing:	Refund of the Capital Deposit
On or before 7 January, 2019	100% Refund
On or after 8 January, 2019	Capital Deposit less the 3rd term’s tuition
3. A student withdrawing before the start of the First Term : 15 Aug, 2019 and having paid the tuition for the third Term.	
Withdrawal Notification Received in Writing:	Refund of the Capital Deposit
On or before 29 April, 2019	100% Refund
On or after 30 April, 2019	Capital Deposit less the 1st term’s tuition

TO BE COMPLETED BY ICHK

NOTICE RECEIVED DATE: _____ (DD/MM/YEAR)

WITHDRAWAL DATE: _____ (DD/MM/YEAR)

ONE TERM’S NOTICE: Y N

Admissions checked by:		on	
Finance Department checked by:		on	

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