

**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. Refund of the capital deposit will be made only in the following circumstances: (i) The student 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 promote 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.

(1) Bank Account Name for **Capital Deposit** Refund (if applicable):

\_\_\_\_\_

Bank Name and Bank Code \_\_\_\_\_ Account No. \_\_\_\_\_

(2) Bank Account Name for **Miscellaneous Deposit** Refund:

\_\_\_\_\_

Bank Name and Bank Code \_\_\_\_\_ Account No. \_\_\_\_\_

Postal Address for Refund Cheque to be delivered by Post: \_\_\_\_\_

\_\_\_\_\_

Contact Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### 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 2019-20 school year.

1. A student withdrawing before the start of the <b>Second Term</b> : 6 Jan, 2020 and having paid the tuition for the first term.	
<b>Withdrawal Notification Received in Writing:</b>	<b>Refund of the Capital Deposit</b>
on or before 15 August, 2019	100% Refund
on or after 16 August, 2019	Capital Deposit less the 2nd term's tuition
2. A student withdrawing before the start of the <b>Third Term</b> : 20 Apr, 2020 and having paid the tuition for the second term.	
<b>Withdrawal Notification Received in Writing:</b>	<b>Refund of the Capital Deposit</b>
on or before 6 January, 2020	100% Refund
on or after 7 January, 2020	Capital Deposit less the 3rd term's tuition
3. A student withdrawing before the start of the <b>First Term</b> : 20 Aug, 2020 and having paid the tuition for the third Term.	
<b>Withdrawal Notification Received in Writing:</b>	<b>Refund of the Capital Deposit</b>
on or before 20 April, 2020	100% Refund
on or after 21 April, 2020	Capital Deposit less the 1st term's tuition

### TO BE COMPLETED BY ICHK

Notice Received Date: \_\_\_\_\_

Last Date at ICHK: \_\_\_\_\_

One Term's Notice: Y N

Admissions checked by:		Date	
Finance Department checked by:		Date	



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