



“Success for Every Child”



ESF Withdrawal Policy

Student Withdrawal Notice is introduced as being the official document for parent to inform school of student withdrawal. **Withdrawal notice by other means such as email, letter or verbal notices are not acceptable.** Please download and complete the Student Withdrawal Notice should you plan to withdraw your child. This should be returned to the Admissions Office in school at least **ONE MONTH** prior to the last date of attendance. Additional fees may apply with less than one month notice. Please return completed withdrawal form to the school by fax at 3765-8701 or scan and email to admissions@kjs.edu.hk.

For students withdrawing from school at the end of the school year, withdrawal notice must be received by 31st May. Where RCL applies, refund will be made within 60 days.

For prospective students who have been officially offered a place in school withdrawal policy applies. In such circumstances, deposit and NCL will be forfeited.

<http://www.kjs.edu.hk/admissions/withdrawal-notice>

Should there be changes in the last date of attendance after a proper withdrawal notice parent is required to submit a revised withdrawal notice to school, stipulating that the revised notice supersedes the previous one with date. Nevertheless, subsequent change on the last date of attendance may be declined as it depends on the availability of school place. Deposit will be forfeited if the change is served in short notice even though the first withdrawal notice was served in sufficient notice.

To cancel a withdrawal notice, parent is required to inform school in writing before the last date of attendance. Cancellation may be declined depending on availability at the school.

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