



Student Withdrawal Notice – “Kennedy School”

Please return the completed form to school.

Student Name (<i>last name, first name</i>)	Class	Last Date of Attendance	ESF number (if known)

Parent Name (<i>last name, first name</i>)	Phone No.	Parent Email

Reason for withdrawal

Others

Parent's Signature

Date DD/MM/YY

FOR SCHOOL USE ONLY

Verified by:

Date:

Remarks:

1. If a family has more than one child attending different ESF schools, withdrawal notice should be returned to respective schools individually.
2. Tuition fees are charged for a complete month. There's no pro-rata adjustment for attendance for part of a month
3. If there is any credit balance or deposit on account, refund will be made via your designated bank account for direct debit of tuition fees.
4. Refund will be made within 30 working days after the last date of attendance.