



School Transfer Form

Please complete and return this form to the transferring school

TO BE COMPLETED BY PARENT			
Student Name <i>(last name, first name)</i>		ESF Account No. <i>(if known)</i>	
Parent Name <i>(last name, first name)</i>			
Address			
Phone No.		Email Address	
Current School		Transferring School	
School Name :		School Name :	
Current Class :		New Class :	
Last Date of Attendance :		Start Date of School :	
<p><i>"I would like to take up the transfer offered at _____ School and have completed the above. Attached herewith is our new direct debit form"</i></p>			
..... Parent's Signature	 Date	

FOR SCHOOL USE ONLY	
Received date of the notice:	
Acknowledged by:	Sent to ESFC on:

Remarks:

1. The refundable capital levy paid will be transferred to the destination school automatically upon school transfer.
2. Parents must ensure any outstanding fees are settled before transfer can take place
3. Any change of school transfer request is subject to the availability of school place at respective schools.

The information submitted on this form is being collected in accordance with the ESF Personal Data Handling Policy and its related Personal Information Collection Statements ("PICS"). A copy of the PICS can be found on the ESF web site (<http://www.esf.edu.hk/>) by clicking on the "About ESF" tab.