



School Transfer Form (ESF Schools)

Please complete this form and return together with the completed direct debit authorization 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. Parents must ensure all outstanding tuition fees are settled before the transfer.
2. The refundable capital levy / non-refundable capital levy paid will be transferred to the destination school automatically upon school transfer.
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.