ECF Saint Too Canaan College
基督教中國佈道會聖道迦南書院
Student Withdrawal Application Form
學生退學申請表

I. Student Information 學生資料

Name of Student 學生姓名：		Class 班別：	
HKID Card/ Passport No. 身份證明文件號碼：		Student ID 學生編號：	
Address 地址：			
Name of Parent/ Guardian 家長/監護人姓名：		Contact Tel. No. 聯絡電話號碼：	

II. Details of Withdrawal 退學資料

Reason of Withdrawal 退學原因：	**"✓"**	**Please specify the details 請詳細說明：**
1. Health Issue 健康理由		
2. Change School 轉校		
3. Overseas Study 海外升學		
4. Other Reasons 其他原因		
Last Day of Attendance 最後上課日期：	_____ DD (日) / _____MM(月) /_____YY (年)	

III. Return of Student Card/ Borrowed Book(s) from School Library 退還學生證/ 圖書

I acknowledge that I have to return the student card/ borrowed book(s) to the School on the last day of attendance. Otherwise, I shall be required to pay the price of the book(s). 本人明白本人需將學生證及尚未退還之書籍於最後上課日交還校務處。否則，本人需支付相關書籍的價格。

IV. Declaration 聲明

I acknowledge that I must provide the School with at least one month's written notice regarding my child's withdrawal, otherwise, I may be required to pay one month's school fee in lieu of the notice period. The withdrawal application will take effect upon submission. The full school fee for the month of withdrawal still needs to be paid. 本人明白須提早至少一個月以書面通知學校有關本人子女之退學申請，否則可能需要補繳一個月的學費代替通知期。本人確認退學申請手續會於遞交退學申請表後生效，而退學當月之全部學費仍需繳付。

Signed by Parent/ Guardian 家長/ 監護人簽署：

_____ **Date 日期：** _____

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(To be filled out by the School 由校方填寫)

V. Arrangement for School Fee 學費結餘處理事宜

Please put a "✓ " as appropriate 請在適當空格內填上"✓ "

	"✓ "
1. School Fee is settled. 相關學費已繳清。	
2. School Fee is unsettled and owning for 相關學費並未繳清，仍尚欠 : $_____	

Approved and Signed on behalf of ECF Saint Too Canaan College
校方確認及簽署：

_____ **Date 日期：** _____

Principal LEE Ka Ming 李家鳴校長