

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) :	
HK ID Card / Passport (身份證明文件) :		Student ID (學生編號) :	
Address (地址) :			
Name of Parent / Guardian (家長/監護人姓名) :		Contact Number (電話聯絡號碼) :	

II. Details of Withdrawal (退學資料)

Reason of Withdrawal (退學原因) :	“✓”	Please specify details (請詳列如下) :
1. Health Issue (健康理由)		
2. Transfer to Other 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. Arrangement for Balance of Smart Card / Reservation Fee (Please put a “✓” as appropriate)
 (智能卡 / 留位費結餘處理事宜) (請選擇以下合適選項並 “✓” 以表示)**

1. Please deposit the balance of Smart Card into the same bank account for school fee autopay (請將相關餘額退回本人繳交學費之銀行賬戶)	
2. Donate for the school development (請將相關餘額捐贈予校方作學校發展用途)	

**IV. Return of Student Card / Books from library (Please put a “✓” as acknowledged)
 (退還學生證 / 圖書) (請在以下空格以 “✓” 確認)**

<p>1. I acknowledged that I have to return the student card / books from library to the school on the last day of attendance. Otherwise, the School has the right to deduct \$20 for student card and the book price (if any) from the Smart Card deposit. The School will only refund the related charges to the student after the student card is received. 本人明白本人需將學生證及尚未退還之書籍(如有)於最後之上課日交還校務處。 否則，學校會從智能卡結餘中扣取學生證費用(\$20)及書籍價格(如有)。校方會在收取學生證後退還相關費用。</p>	
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V. Declaration (聲明)

I acknowledged that withdrawal application procedure will be effective only after three working days upon submission. Tuition fee of the month of withdrawal should be in arrears.

本人確認退學申請手續只會於遞交退學表格後第三個工作天生效，而退學當月之全部學費仍需繳付。

Signed by Parents / Guardian (家長 / 監護人簽署) :

Date (日期) : _____

Official Use Only (只供校方使用)

VI. Arrangement for School Fee (Please put a “✓” as appropriate)

(學費結餘處理事宜) (請選擇以下合適選項並“✓”以表示)

1. School Fee is settled. (相關學費已繳清)	
2. School Fee is unsettled and owing for (相關學費並未繳清，仍尚欠) : \$ _____	

Approved and Signed on behalf of
ECF Saint Too Canaan College
(校方簽署) :

Date (日期) : _____

Mr LEE Ka Ming (李家鳴先生)

Principal (校長)