



## STUDENT WITHDRAWAL NOTICE 退學意向書

### INSTRUCTIONS 填表須知

1. Parents intend to withdraw their children from Han Academy should send the completed "Student Withdrawal Notice" to the School Office by email or mail service as soon as possible. (Email: [sco@hanacademy.edu.hk](mailto:sco@hanacademy.edu.hk)) This is the only formal way. (Caution: It is not correct to inform the Home room teachers or other teachers verbally.)  
家長由於各種原因，打算將子女從漢鼎書院退學者。請盡快將填寫好的《退學意向書》通過電郵或郵寄給校務處。  
(電郵: [sco@hanacademy.edu.hk](mailto:sco@hanacademy.edu.hk))這是唯一正規的途徑。(注意: 以口頭形式告知班主任或者其他老師, 皆非正確做法。)
2. The school stipulates that for any student to apply for withdrawal, parents need to give the School a **month's notice period (counts as full month)**. The start and end date of the notice period need to be specified in the "Student Withdrawal Notice". (Missing this part the application will be ineffective.) Parents are requested to notify the school no later than **1 full month** from the actual leaving date. The calculation method of the start date of the notice period will refer to the "Student Withdrawal Notice". Before the end of the notice period, students are still regarded as formal students of Han Academy. For any schooling month covered by the notice period, full tuition fees should be paid. After the notice period ends, the student will be officially considered leaving from the school and no educational services will be provided. (Unless the student formally cancels the withdrawal application within the notice period.) *\*Note: If the start date of the notification period stated in the "Student Withdrawal Notice" is earlier than the date when the School Office receives the notification email, the school will start calculating the notification period from the date when the notification email is received.*  
學校規定任何學生申請退學，家長皆需要給予學校至少一個月(以整月計算)的通知期。該通知期的起始和結束日需要在《退學意向書》裡詳細註明\*，否則該申請將不予審批。因此，為了避免不必要的麻煩，請家長不要晚於距離相關學生停課日的一個整月通知學校。通知期的起始日開始計算方式會參照《退學意向書》，在通知期結束之前，學生仍視為漢鼎書院的正式學生，通知期內涵蓋的任何上課月份，皆需要繳付全額學費。通知期結束後，學生將正式視為退學，學校不會為其提供教育服務。(除非學生在通知期內撤銷了退學申請。)\*注意! 如《退學意向書》內註明的通知期起始日早於校務處收到通知電郵的日期，校方將會以收到通知電郵的日期為準開始計算通知期。
3. After submitting the **Student Withdrawal Notice**, if the parents wish to extend the notice period or cancel the withdrawal decision and continue to study. It is the sole responsibility of the parents or guardians to notify the School Office in written letter or by email prior to the end of the notice period. However, there is no guarantee that such application will be always accepted. Full tuition is also required for any month of study covered during the notice period. In addition, the School will not accept any claim from any student after leaving the school that his/her actual school departure date is different from that recorded in the **Student Withdrawal Notice**.  
提交退學意向書後，若擬退學學生認為需要延長通知期，或打算撤回退學決定繼續就讀。學生家長或監護人有絕對責任在通知期結束之前以書面或電郵方式通知校務處。校方不保證申請一定會接納。通知期內涵蓋的任何上課月份，皆需要繳付全額學費。另外，校方不會接受來自任何學生離校後對自己實際離校日與《退學意向書》所記載不同的聲稱。
4. If a formally withdrawn student would like to revisit Han Academy, a prior permission should be applied. If the student wishes to apply for re-enrollment, admission tests might be required. Also, the applicant's family should follow the acting rules and regulations related to the school fees. All School properties (e.g. borrowed books/textbooks) should be returned, the lockers should be emptied and the lock removed. And all unpaid fees should be settled. The School reserves the right to reclaim/recover any unreturned properties/unpaid fees. The School will not be responsible for any losses caused to parents/guardians before, during and after the application of student withdrawal.  
已正式離校之學生如希望到訪漢鼎書院，需通知學校以獲得許可。學生若希望重新入讀漢鼎書院，或需進行入學測試。此外，其家庭亦需遵循學校最新之收費細則及要求。學生須在退學之前歸還所有學校財產(例如借閱的圖書、課本)、清空儲物櫃並撤走鎖具(如有)和繳清過往所有結欠的學習費用。漢鼎書院保留追討任何未歸還財產/未繳納學習之費用的權利。對於家長/監護人在申請退學之前，期間和之後所遭遇的任何損失，校方概不負責。

STUDENT INFORMATION 學生資料			
Chinese Name 中文姓名		English Name 英文姓名	
Gender 性別		Date of Birth 出生日期	DD/MM/YY 日/月/年
ID/Passport Number 身份證/護照號碼		Current Year Level 現就讀年級	
通知期第一日 First day of the notice period		Destination School (if applicable) 擬轉讀學校 (如適用)	
通知期最後一日(即學生最後上課日) Last day of notice Period (Last day of school of the student)*			
Reason of Leaving 退學原因：          			

\*代表申請者於該日期仍會上學，在之後的一個上學日將停止上學，此日後申請者將視作正式離校。校方不會接受來自任何學生離校後對自己實際離校日與意向書所記載不同的聲稱。*This means the applicant will still attend school on that date but will stop attending school on the following school day, any applicants after this date will be deemed to have officially left school. The School will not accept any claims from withdrawers that their actual last day is different from the notice.*

CONTACT DETAILS 聯絡人信息			
Name 姓名		Relationship with the Student 與該學生之關係	
Telephone 電話號碼		Email 電子郵箱	

注意！申請者一旦在下方簽字，則代表申請者已經閱讀並完全知悉本表第一頁的條款和聲明，並對此接受和沒有異議。退學通知期過後，若沒有家長書面取消或者延長退學通知期，則學校會將相關學生自動除名而不作另行通知。*Notice! Once the applicant signs below, it means that the applicant has read and fully understood the terms and statements on the first page of this form, accepts and has no objection to it. After the withdrawal notice period, if there is no written cancellation or extension of the notice period by the parents, the School will automatically remove the relevant students without further notice.*

Name of Parent/Guardian  
家長/監護人姓名

Signature of Parent/Guardian  
家長/監護人簽字\*

Date  
日期