



STUDENT SUSPENSION NOTICE 休學意向書

INSTRUCTIONS 填表須知

1. Parents intend to suspend their children from Han Academy should send the completed "Student Suspension Notice" to the School Office by email or mail service as soon as possible. (Email: 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休學者。請盡快將填寫好的《休學意向書》通過電郵或郵寄給校務處。
(電郵: 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. Each time a student applies for a Suspension, the maximum period allowed is 3 months. It is required for the applicant's parents to pay a month's fee as for the reservation purpose within 7 days after the application. If the student returns to school within or after the suspension period, the reservation fee can be deducted as the tuition fee for the current month. If the student is unable to return school by the promised date, but the parents still desire to reserve the place, they should apply for an extension of the suspension (up to three months) and pay the reservation fee again within 7 days, and so on. If parents do not pay the reservation fee within the specified period after applying for suspension, the student will be deemed to have voluntarily dropped out from school and the place will become vacant, and the school reserves the right to claim the reservation and administrative fees from the parents.
學生每次申請休學，最長以3個月為限。家長在遞交休學申請後的7日內，須向學校繳付等同於一個月學費作為學位保留之用。若學生在休學期滿之前回校，該留位費可以作為當月學費抵扣。若學生未能在休學期滿之後回校，但家長仍希望保留學位的，須主動提出申請休學期延長（最多三個月）和在7日內再補交一次留位費，以此類推。若家長申請休學後，未有在指定期限內繳付留位費，學生將視作自願退學和失去學位，且校方保留向家長追討留位費及行政費用的權利。
3. If the student does not return to the school after the end of the Suspension, and the school does not receive any response from the parents within the following 7 days, the student's place will automatically forfeit, and the student will be regarded as withdrawing from the school. Paid reservation fees will not be refunded. In addition, if the student has any outstanding fees and unreturned school assets, the school reserves the right to claim from the parents. If the student wishes to re-enroll in Han Academy, he/she needs to re-apply according to the established procedures. And needs to abide by the school's latest fee policy.
若學生在休學期滿後沒有回校，且學校在此後7天內未收到家長任何回覆，該學生的學位將視作自動放棄，視作退學。留位費也不會退回。若學生有任何的欠費和未歸還學校資產，學校保留向家長追繳的權利。如果學生此後希望再入讀漢鼎書院，需重新根據既定程序進行申請。且需要遵從學校最新的收費政策。
4. During the suspension period, if the situation changes, and the student wants to cancel the suspension status and return to the school, or have other arrangements or opinions, please notify the school in written form and obtain the approval of the school before proceeding to the next step. During the suspension period, the school will not actively provide teaching services to the student. If a student spontaneously returns to school in person or participates in class (whether face-to-face or online), the school will consider the student's suspension status to be automatically cancelled once it is identified, no matter how short/long the return-to-school status has been maintained. If the student wants to resume the suspension status again, he/she needs to re-apply and pay the reservation fee again.
學生在休學期間，若情況有變想取消休學狀態回校上課，或有其他安排和意見，煩請妥善書面知會學校，獲得學校同意後方可進行下一步。在休學期間，學校不會主動向學生提供教學服務。若學生有任何自發的親身回校或參與上課（無論是面授還是網課）行為，一經查明，學校將一概視作該學生的休學狀態已自動取消，不論該回校/上課狀態維持了多久。該學生若想再次恢復休學狀態，需要重新進行申請和再補繳一次留位費。

Reason of Leaving 休學原因:

CONTACT DETAILS 聯絡人信息

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。若家長未能遵循條款，學校會按照既有程序對學生休學個案做出相應處理而不作另行通知。*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. If the parents fail to observe the terms, the School has the right to handle suspension cases according to the established procedures without further notice.*

Date
日期