

Withdrawal Application

Please complete in BLOCK LETTERS and tick appropriate boxes.

Personal Particulars			
Member's Name in Chinese		Member's Name in English	
Class(es) Currently Enrolled	<input type="checkbox"/> Choral	Class: _____	
	<input type="checkbox"/> Dance	Class: _____	
	<input type="checkbox"/> Instrumental	Class: _____	
	<input type="checkbox"/> Art & Craft	Class: _____	
	<input type="checkbox"/> Putonghua	Class: _____	
	<input type="checkbox"/> IEC	Class: _____	
Name of Parent/Guardian		Contact Tel No.	
Fax No.		Effective Date	
Reason(s) for Withdrawal	<input type="checkbox"/> Scheduling Difficulty <input type="checkbox"/> Heavy Academic Workload <input type="checkbox"/> Lack of Interest <input type="checkbox"/> Others (Please specify): _____		

Important Notes		
1. Requests may be handed in to our offices or sent by post. Requests made via telephone, e-mail or fax will not be accepted. 2. Application by post: Please fill out the mailing label below and affix a HK\$1.4 stamp for HKCC's acknowledgement slip. Parents can call 2715 6525 within 5 working days after mailing the form for confirmation of their applications. Application in person: An acknowledgement slip will be issued immediately. 3. HKCC needs to receive applications at least 15 days (please refer to the table on the right) before the Debit Date in order to stop payment for that installment. Paid class fees will not be refunded nor be used for any other purposes under any circumstances. The receipt date of an Application will either be the date when it is delivered to our office or the date marked by the postal service. 4. Those who have borrowed original music scores must return them to HKCC upon withdrawal. HK\$50 will be charged for each copy of lost or damaged music scores. 5. Confirmed withdrawals cannot be cancelled. Withdrawn members who wish to join HKCC again will apply through normal procedures.	Month of Withdrawal	Deadline for Application
	Jan	15 Dec
	Mar	15 Feb
	May	15 Apr
	Jul	15 Jun
	Sep	15 Aug
	Nov	15 Oct
Signature of Parent/Guardian _____ Date _____		

For Official Use		
Received By:	Centre:	Receipt Date:

↓ Please fill out the following and affix a stamp to the right for acknowledgement slip. Application without a stamp will not be processed ↓

For Application by Post Only	Name : _____ Mailing Address : _____ _____ _____	Please affix a \$1.4 stamp here
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Dear Parent of _____ (_____),

We hereby acknowledge the receipt of your child's withdrawal application and the withdrawal date is ___ / ___ / 2010.

Processed by	HKCC's Chop
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The Hong Kong Children's Choir
 ___ / ___ / 2010