

## Withdrawal Application

Please complete in BLOCK LETTERS and tick appropriate boxes.

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"/> Putonghua	Class: _____	
	<input type="checkbox"/> IEC	Class: _____	
Name of Parent/Guardian		Contact Tel No.	
Email Address		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): _____		

**Return of Deposit on Original Music Score** (Only applicable to members of Concert Choir, Chamber Boys, Chamber Youth and Senior Choral Classes who have already paid the deposit)

The deposit will be refunded through bank transferal within 1 month from the withdrawal date for members who have returned all music scores. A fee of HK\$50 will be charged for each copy from the deposit if the music score is not returned within 1 month from the withdrawal date; or if the music score is damaged.

<input type="checkbox"/> Refund by Autopay ( Please complete in BLOCK LETTERS )				
Bank Account Name				
Bank and Branch Name		Bank No.	Branch No.	Account No.

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.	<b>Month of Withdrawal</b>	<b>Deadline for Application</b>
2. <b>Application by post:</b> Please fill out the mailing label below and affix a HK\$2.2 stamp for HKCC's acknowledgement slip. Parents can call 2715 6525 within 5 working days after mailing the form for confirmation of their applications.	Jan	15 Dec
3. <b>Application in person:</b> An acknowledgement slip will be issued immediately. 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.	Mar	15 Feb
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.	May	15 Apr
5. Confirmed withdrawals cannot be cancelled. Access to mobile app will also be terminated. Please login to HKCC mobile app for downloading and saving the photos of performance before the month of withdrawal. Withdrawn members who wish to join HKCC again will apply through normal procedures.	Jul	15 Jun
	Sep	15 Aug
	Nov	15 Oct
<input type="checkbox"/> I have read and understood the above important notes.		
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 \$2.2 stamp here
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### Acknowledgement Slip

M003-2311-R1

Dear Parent of \_\_\_\_\_ ( \_\_\_\_\_ ),  
 We hereby acknowledge the receipt of your child's withdrawal application and the withdrawal will be effective on \_\_\_/\_\_\_/20\_\_.

Processed by	HKCC's Chop
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The Hong Kong Children's Choir  
 \_\_\_/\_\_\_/20\_\_