



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 by bank transfer within 1 month from the withdrawal date for members who have returned all music scores. A fee of HK\$50 per copy will be deducted from the deposit if any music score is not returned within 1 month from the withdrawal date; or is returned in damaged condition.

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

| Important Notes | | |
|--|----------------------------|---------------------------------|
| 1. Applications may be submitted to HKCC centres in person or sent via postal mail. Applications made via telephone, e-mail, HKCC website or fax will not be accepted. 2. Application by post: Please fill out the mailing label below and affix a HK\$2.4 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. Withdrawal applications shall be submitted at least 15 days prior to the debit date in order to allow sufficient time to instruct the bank to stop payment for that instalment. Paid class fees are non-refundable and cannot be used for any other purpose under any circumstances. The application date will be considered either the postmark date or the date of receipt by the office. 4. Those who have borrowed original music scores must return them to HKCC upon withdrawal. HK\$50 per copy will be deducted for lost or damaged music scores. 5. Confirmed withdrawals cannot be reversed. 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. Members who have withdrawn from HKCC but wish to rejoin must apply through the standard 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 |
| <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 \$2.4 stamp here |
|------------------------------|--|---------------------------------|

Acknowledgement Slip

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 |
|--------------|-------------|

The Hong Kong Children's Choir
 ___/___/20__