



# ST. CHRISTOPHER'S INTERNATIONAL PRIMARY SCHOOL, PENANG

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PRINCIPAL : MARTIN TOWSE

Date: 30<sup>TH</sup> AUG 2018

Dear Parents,

## WITHDRAWAL NOTICE

We ask parents to update the school with any expected date(s) of departure or information as to when you are likely to withdraw your child(ren) from St Christopher's. This information you provide does help us with our forward planning. Parents who will be leaving the school at the end of the Term 3, please complete the withdrawal notice and hand back to the school office before **2<sup>ND</sup> NOV 2018**.

Please be aware that the School Policy requires the **six school week's** withdrawal notice to the last day of this term. (Friday 14<sup>TH</sup> DEC 2018) Insufficient notice given will result with your depreciated deposit being forfeited.

Yours sincerely,  
Martin Towse  
Principal

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## WITHDRAWAL NOTICE / EXPECTED DATE OF DEPARTURE FOR TERM 1

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_  
(In Block Capitals)

This letter confirms that I am withdrawing my child from St Christopher's, with effective  
From (dd/mm/yyyy)\_\_\_\_\_ please insert the date of leaving)

REASON FOR LEAVING: \_\_\_\_\_

Please make the refund cheque name to: \_\_\_\_\_  
(Pls write in block letters)

**Parent's Name:**

Signature: \_\_\_\_\_  
(In Block Capitals)

Email Address: \_\_\_\_\_

Mobile No.: \_\_\_\_\_