



ST. CHRISTOPHER'S INTERNATIONAL PRIMARY SCHOOL, PENANG

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PRINCIPAL : MARTIN TOWSE

Date: 8th Jan 2019

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 2, please complete the withdrawal notice and hand back to the school office before **Friday 15th Feb 2019**.

Please be aware that the School Policy requires the **six school week's** withdrawal notice to the last day of this term. (Friday 29th Mar 2019) Insufficient notice given will result with your depreciated deposit being forfeited.

Yours sincerely,
Martin Towse
Principal

WITHDRAWAL NOTICE / EXPECTED DATE OF DEPARTURE FOR TERM 2

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.: _____