



# ST. CHRISTOPHER'S INTERNATIONAL PRIMARY SCHOOL, PENANG

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PRINCIPAL : MARTIN TOWSE

Date: 3<sup>rd</sup> April 2020

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 (Friday 3<sup>rd</sup> July 2020), please complete the withdrawal notice and hand back to the school office **by Tuesday 21<sup>st</sup> April 2020.**

Insufficient notice given will result with your deposit being forfeited.

Yours sincerely,

Martin Towse  
Principal

### WITHDRAWAL NOTICE / EXPECTED DATE OF DEPARTURE FOR TERM 3

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)

#### **Kindly note:**

If you had paid before September 2017, the refundable deposit will be depreciated 20% per annum.

**Acknowledgement:** I am fully aware that the refundable deposit will be refunded if I have given ONE (1) term's notice at the start of the new term and there is no outstanding amount owing to the school.

Please prepare the school leaving documents for my child(ren) when they leave St. Christopher's Int. Primary School.

Signature: \_\_\_\_\_

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

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

Date : \_\_\_\_\_