



華興中文學校

Hua-Hsing Chinese School

**2018 Spring  
Withdrawal Form**

Please complete form in entirety for processing:

學生姓名: (中文)	Student Name: Last	First	Middle
住址: Address:	家長姓名: Parent/Guardian (check payable to):		
	Father Phone:		Mother Phone:
Class To Be Withdrawn: (please specify how many classes attended):			
Reason for Withdrawal:			
Signature		Date	

**Withdrawal Policy:**

A \$10 withdrawal processing fee is applied per class per student.

It is student's responsibility to officially withdraw from a class if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.**

*Withdraw PRIOR TO the first official class day:* Full tuition minus withdrawal fee will be returned.

*Withdraw ON or AFTER the first official class day:* Students are financially responsible for their pro-rata share of tuition. (Pro-rated base on 10 classes)

All class withdrawal deadline is February 4, 2018 at 11:59 pm. No refunds will be given if received past these deadlines.

Refund will be issued by credit card if credit card information is saved on account. Otherwise, refund will be mailed to via check.

**Withdrawal Procedures:**

Please complete this form and either mail to the address below or scan and email to [audrey@huahsing.com](mailto:audrey@huahsing.com). Please note that refund process time takes at least **10 working business days from the date received.**

- Contact Person: Audrey Fan
- Refund Mailing Address: P.O. BOX 261810  
Plano, TX 75026-1810
- Contact Number: Audrey@huahsing.com, 972-612-2823

**Office Use Only**

日期: Date Received:	日期: Date Mailed:	支票號碼: Check #:
經手人: Officer:		合計: Total Refunded: