



華興中文學校  
Hua-Hsing Chinese School  
**Withdraw Form**

**學生資料 (Student Information)**

學生姓名: (中文)	Student Name: Last	First	Middle
住址: Address:	家長姓名: Parent/Guardian:		
	Home Phone: ( ) -		Work Phone: ( ) -
Class To Be Withdraw:			
Reason for Withdraw:			

**Withdraw Policies:**

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:* Students wishing to withdraw from a class and avoid financial obligation must do so **before** the first official class day.

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

Withdrawals are allowed until the 4<sup>th</sup> week of registered class date. **After the 4<sup>th</sup> week of registered class, tuition will not be refunded.**

**Withdraw Procedures:**

Please complete this form and mail to the address listed below. Please note that refund process time takes at least **10 working business days from the date received.**

- ❖ Contact Person: Lillian Chang
- ❖ Refund Mailing Address: 4225 McKinney Ave. #14  
Dallas, TX 75205
- ❖ Contact Number: 214-801-4742

**Office Use Only**

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