



華興中文學校
Hua-Hsing Chinese School
2021 Fall
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Class To Be Withdrawn: (please specify how many classes attended):			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:

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 will be returned. The withdrawal processing fee for 2021 Fall is waived for requests made prior to the first official class day. HHCS Board of Directors is providing this exception for families if their learning preference is announced unavailable.
- *Withdraw ON or AFTER the first official class day:* Students are financially responsible for their pro-rata share of tuition.

A \$20 withdrawal processing fee is applied per class per student.

All class withdrawal deadline is September 19th at 11:59 pm (end of day). No refunds will be given if received past these deadlines.

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

Withdrawal Procedures:

Please complete this form and email to audrey@huahsing.com and registration@huahsing.com Please note that refund process time takes at least **10 working business days from the date received.**

- Contact Person: Audrey Fan
- Email Completed Form: Audrey@huahsing.com and registration@huahsing.com
- 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: