

Notification of Withdrawal from Renaissance College in 2016-2017



March 13, 2017

Dear Parents/Guardians,

We are about to start our preparations for the next academic year and would like to take this opportunity to express our thanks for your continued support of RCHK.

Please note that if your child will be leaving the College at the end of this academic year, you are required to give two months' written notice. If your child is currently in Year 13, you do not need to notify us.

The last day of school is 23 June 2017. If your child is not returning to Renaissance College in August 2017, you need to advise us by **Tuesday, 25 April 2017**. Once we have received your written notice of withdrawal, we can advise the school fees section to use your deposit to offset June's fees. Please note that we will still debit your bank account in June for the balance as the deposit held by the College will not be sufficient to cover the current monthly fees for June.

Should you wish to withdraw, please download the withdrawal notice form [here](#) and submit it to the Admissions office on the fifth floor.

Thank you for your attention to this matter.

Yours sincerely,

Samuel Hureau
Business Manager