

Reminder: Deadline For Student Withdrawal Notice



Monday, 8 April 2019

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

The last day of school is Thursday, 27 June 2019. If your child is not returning to RCHK in August 2019, you will need to **advise us by Saturday, 27 April 2019**. 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.

For scholarship students who will be leaving the College at the end of this school year, our school fees section will contact you for the refund of the deposit after June, if applicable.

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

Thank you for your attention to this matter.

Yours sincerely,

Samuel Hureau
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