

Reminder from Admissions: withdrawal notice deadline is Wednesday 24 April



Monday 6 April 2020

Dear RCHK 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; especially these last few months. 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 Wednesday, 24 June 2020. If your child is not returning to RCHK in August 2020, you will need to advise us **by Friday, 24 April 2020**. 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 one of three ways:

- By post at RCHK - Admin. Office, 5 Hang Ming street, Ma On Shan, N.T
- By email to admissions@rchk.edu.hk
- Deposit it at the fifth floor of the Administration Building (open from 9am to 3pm Monday-Friday)

Thank you for your attention to this matter.

Best wishes,

RCHK Admissions Department