

Formal Notification of Withdrawal of a Student from Kellett School

To: Principal [principalceo@kellettschool.com](mailto:principalceo@kellettschool.com)

Cc: Admissions Office [admissions@kellettschool.com](mailto:admissions@kellettschool.com)

As parent/guardian of the following named student(s) I hereby give formal notification that they will be no longer be attending Kellett School after \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (last day of attendance):

Student's Name	Class/Tutor Group	Reason for leaving	Future School (if known)

I hereby provide the required leaving notice (please refer to leaving notice [deadlines](#)) and understand and accept that any outstanding monies owing to Kellett School are payable by me and that they may be deducted from any deposits or debenture balances held.\*

or

I have not been able to provide the required leaving notice (please refer to leaving notice [deadlines](#)) and understand and accept that I will be charged the following term's fees in lieu of notice and that any outstanding monies owing to Kellett School are payable by me and may be deducted from any deposits or debenture balances held.\*

*\* please tick where appropriate*

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I understand and accept that all items belonging to the School should be returned to the appropriate department on or before the student's last day at Kellett School.

I acknowledge and accept that Kellett School may withhold school reports / references etc. if there are fees outstanding / discrepancies pending.

I have attached the **original** (hard copy) debenture certificate number: \_\_ for redemption (if applicable).

*If the original certificate cannot be returned to Kellett School for whatever reason, please complete and return the indemnity on Page 3. As per the debenture conditions, there is a nominal administration charge.*

Should you have a residual balance remaining on your debenture and would like to support one of the various nominated charities of the School, please indicate your wish.

I / We wish to support Kellett through

The donation of the whole balance of our debenture valued at HK\$ \_\_\_\_\_

The donation of HK\$ \_\_\_\_\_ to be offset against the balance of our debenture

The personal donation of HK\$ \_\_\_\_\_ for which a cheque/ bank slip/ donation is enclosed / pledged.

Please direct our donation to:

[Ann Mc Donald Fund for Bursary](#)

[K<sup>2</sup> Curriculum Enhancement Fund](#)

I understand and accept that any refund of deposits/debenture redemption will be transferred to the following bank account between four and six weeks of the student leaving Kellett School assuming there are no outstanding fee balances / discrepancies pending.

Bank Name:	Account Holder:
Bank A/C number:	Any other information:

Parent 1/Guardian Name:

Signed:

Date:

Parent 2/Guardian Name:

Signed:

Date:

Note: BOTH parents must sign the form in order to be accepted

DEBENTURE INDEMNITY FORM (This Section only to be completed if the original debenture cannot be returned otherwise please leave blank)

Student's Full Name: Class/ Tutor Group:	INDIVIDUAL DEBENTURE NUMBER:
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- I hereby declare that the above mentioned individual debenture(s) have been misplaced and I will return them to Kellett School as and when I find them.
- I declare that no further claims will be made on the individual debenture(s).
- I understand and accept that the administration charge for the loss or damage of the debenture certificate is payable by me and may be deducted from the refund.

Parent 1/Guardian Name:

Signed:

Date:

Parent 2/Guardian Name:

Signed:

Date:

*Information submitted on this form is being collected in accordance with the Kellett School Policy for Data Privacy and its related Personal Information Collection Statement ("PICS"). A copy of the PICS can be found on the Kellett School website ([www.kellettschool.com](http://www.kellettschool.com)).*