



學生退學手續 Student Withdrawal Procedures

1. 學生退學須由家長／監護人批准決定。
The decision to withdraw a student from school must be approved by parents/guardians.
2. 家長／監護人須通知班主任有關退學事宜。
Parents/guardians should inform the class teacher of the withdrawal.
3. 家長／監護人須撰寫退學信(詳見附件一：退學信範例)，內容須包括學生退學原因及最後上課日期。並將退學信交到校務處。
Parents/Guardians should write a letter of withdrawal (see Annex 1: Sample Letter of Withdrawal), including the reason for withdrawal and the last date of attendance. The letter should be submitted to the School Office.
4. 學生在最後上課日期前須照常參與各項學習活動並完成課業。
The student should continue to participate in all learning activities and complete the course work before the last day of school.
5. 家長／監護人辦理退學手續後，須自行向校務處申請ePayment戶口退款。
Parents/Guardians should apply to the School Office for a refund of the ePayment account after the withdrawal process.
6. 如有特別情況，家長須親自致電與校務處聯絡(學校電話：2527 2427)。
In special cases, parents should contact the school office in person (school phone number: 2527 2427).

退學申請通知

香港鄧鏡波書院校長台鑑：

本人為_____班_____ (學生姓名)之家長/監護人，敝子弟因
要 * 轉校到：_____ (學校名稱) / 到海外：_____ (國
家名稱)升學 / 移民_____ (國家名稱)，現申請退學，望校方接納。最後上
課日期將為_____年_____月_____日。如有問題，請與本人聯絡，電
話：_____。

敬祝

安康

家長簽署：_____

家長姓名：_____

_____年_____月_____日

註：

1. *請刪去不適用者
2. 請 貴子弟把退學信交到校務處

Date: _____

Notice of Withdrawal

Dear Principal,

I am the parent/guardian of _____ (name of student) of class _____.

My son is applying for withdrawal from the school because he has to

*transfer to: _____ (name of school) /

go overseas: _____ (name of country) for further studies /

emigrate to _____ (name of country).

We hope the school will accept my application. The last date of attendance will be _____ . If you have any questions, please contact me at _____ .

Best wishes,

Parent's signature: _____

Parent's name: _____

Notes.

1. *Please delete where not applicable.
2. Please ask your son to submit the withdrawal letter to the school office.