



思源中文學校

Cupertino Chinese School P. O. Box 502 Cupertino, CA 95015-0502

www.cupertinocs.org

學生退學申請表 (Student Withdrawal Form)

Student Chinese Name: 學生名字(中) _____ Student Name : (英) _____

Current Grade : 註冊班級: _____ Tel : 電話: _____

Reason for Withdrawal: 退學原因: _____

Refund Check Payable to : 退學支票抬頭: _____

Mailing Address : 退學支票郵寄地址: _____

退費規定 Refund Policy:

1. 學生退費須經註冊核准。All refund subject to approval.
2. 凡申請退學者，一律扣除手續費 \$30。A \$30 processing fee will be charged.
3. 開學前退全額。A full refund will be issued for withdrawal from classes before the 1st day of school.
4. 開學後第三個上課日(含當天)前申請退學者，退半額。A 50% refund will be issued for withdrawal from classes if the student withdraws on or before the 3rd school day.
5. 開學第三個上課日後申請退學者，恕不退費。No refund will be issued after the 3rd school day.

Applicant Name : 申請人姓名: _____ Relationship to Student : 與學生關係: _____

Signature : 申請人簽名: _____ Date : 日期: _____

**** Office Use Only****

Total Refund : 退費金額: _____

Admissions : 註冊: _____ Date : 日期: _____

Finance : 總務: _____ Date : 日期: _____

Database : 資訊: _____ Date : 日期: _____

請詳細填寫本表後交註冊組，以便學校存檔及呈報總務退費。請允許四到六週作業時間。若因資料填寫不全而延誤退費，本校概不負責。 Please allow 4-6 weeks of processing time. Illegible application will delay your refund.