



## Withdrawal Request Form

I have read the ECS Registration Guidelines\* and understood the tuition refund policy:

- A. 100% tuition will be refunded for withdrawals made prior to the first class of current school year
- B. 75% tuition will be refunded for withdrawals made within the first 4 classes of current school year
- C. None after 4<sup>th</sup> class of current school year

I hereby request to withdraw my child(ren) from ECS for the school year ended in June \_\_\_\_\_ (YYYY) and any applicable service point fees (a copy of the family service points report is required for refund request made after 4<sup>th</sup> class of current school year).

I hereby request to donate the entire tuition as well as all of the service points to ECS to benefit the future development of the school for the students\*.

Name(s) of my child(ren):

Child Name/Class	Reason for Withdrawal	Teacher's Signature (Required)

Parent's Signature: \_\_\_\_\_

Parent's Name (PRINT): \_\_\_\_\_ Date: \_\_\_\_\_

For the purpose of refund check issuance, please include the following information.

Payee Name	
Mailing Address	
Phone Number	
Family ID	

*Note: Family ID is located above your family profile after logging in to your ECS Online page and service points report is located near the bottom of your ECS online page.*

*\*A donation receipt will be mailed to you.*

**ECS Office Use Only:**

Academic: \_\_\_\_\_ Date: \_\_\_\_\_

Registration: \_\_\_\_\_ Date: \_\_\_\_\_

Finance (Accounting): \_\_\_\_\_ Date: \_\_\_\_\_

Fundraising (applicable for donation): \_\_\_\_\_ Date: \_\_\_\_\_

Refund Amount	Tuition (100%, 75%, or 0%)	Service Point Fees (\$15 / point)	Total
Amount	\$	\$	\$

\* <http://nvaecs.org/en/registration/registration.php>