



•Address: North An Khanh New Urban City (Splendor), Km 10+600 An Khanh, Hoai Duc, Hanoi, Vietnam • Phone: +84 (0)4 3399 6464 • Email: info@stpaulhanoi.com • Website: <http://www.stpaulhanoi.com.vn>

WITHDRAWAL FORM

Student's Full Name _____

Date of Birth _____

Current Grade at School _____

Last Date of School Attendance _____

Reason for withdrawal: _____

Parents move out of Vietnam

Further tertiary education (e.g. university)

Transfer to K-12 school within Vietnam School name: _____

Transfer to K-12 school outside of Vietnam School name: _____

Other / Comments Please specify: _____

I have met with school personnel and have been provided with the information regarding the procedures and documents to complete in order for my child to pursue alternative educational opportunities. We accept the refund amount base as per school policy.

REQUEST

Grade Report (5USD/>1 set)

School Transcript (High School only) - (5USD/>1 set)

Enrolment certificate

Other

BANK ACCOUNT TO DEPOSIT REFUNDS (MUST BE COMPLETED OR NO REFUND CAN BE MADE)

Bank Name: _____

Bank SWIFT Code: _____ Branch: _____

Bank Address: _____

Account Name: _____

Account Number: (VND) _____ (USD) _____

***Refund policy for tuition and other fees:** For students withdrawing during the school year, refunds will only apply if either paid by Full year or Semester option. Please check with the Finance Department at financeb@stpaulhanoi.com for further information on these refunds.

Signature Father Mother Date: _____

Work Telephone: _____

Home Telephone: _____