



A division of the KG Group

WITHDRAWAL REQUEST

Name of child(ren):

Existing class

Course:	Day:	Time:

Date of last class

Please note that we require 14 days' advance notice in writing if your child is withdrawing from a course.

- ☉ When you give less than 14 days' notice before the term starts, we charge a \$200 administrative fee for each course, and will refund the course deposit to you.
- ☉ When you give less than 14 days' written notice within term time, the course deposit will be forfeited.
- ☉ If correct notice is given, your course deposit will be refunded to you.

Thank you for your co-operation.

Signature of parent/guardian

Date

Office Use: Class List Database

Confirmed by _____ (phone/person)

Date: _____ Deposit refund cheque payee name: _____



KIDS' GALLERY CO LTD
 28 Cumberland Road
 Kowloon Tong, Kowloon
 Tel: (852) 2337 1001
 Fax: (852) 2337 1033
 Email: infoKowloon@kidsgallery.com
 Web: www.kidsgallery.com

兒童藝廊
 九龍九龍塘金巴倫道28號
 電話：(852) 2337 1001
 傳真：(852) 2337 1033
 電郵：infoKowloon@kidsgallery.com
 網址：www.kidsgallery.com