

# Hong Kong Adventist College & Academy

## Dormitory Withdrawal Form

Student Name: \_\_\_\_\_ Sex: \_\_\_ Student No: \_\_\_\_\_ Level: \_\_\_\_\_

Last day of stay in dormitory: \_\_\_\_\_ Date of request: \_\_\_\_\_

Reason of withdrawal: \_\_\_\_\_

Planning to stay in the dormitory next school year? Yes No

Boarder's Signature: \_\_\_\_\_ Parent/Guardian's Signature: \_\_\_\_\_

Please provide the following information for refund the dorm deposit:

Cheque Payable Name: \_\_\_\_\_

Bank Account No.: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Post Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_



(This section to be filed by SCHOOL)

Dormitory Dean's Signature: \_\_\_\_\_

Dean of Students' Signature: \_\_\_\_\_

College Accountant's Signature: \_\_\_\_\_

Refund Deposit: \_\_\_\_\_

Remark: \_\_\_\_\_

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

Attention: The signed withdrawal form must return to Dormitory Dean for the arrangement of boarder's removal form dormitory. A duplicate copy should be issued to the College Accounting Office. The original form must be kept in Dormitory Dean's files.

**(Update on 3 JUN 2019)**