



(PLEASE TICK AND INDICATE THE SCHOOL NAME & LEVEL OF STUDY)

School: Sekolah Menengah Universal Hua Xia Hua Xia International School

Entrance Level: Early Years Primary Secondary

Year of Admission/ Enrolment: _____

Student Withdrawal Application Form

Student Name : _____

Year & Class : _____

Last Day of School : _____

Parent's Contact No. : _____

Parent's Email Address : _____

Reason for Withdrawal :

Kindly take note of the withdrawal procedure below:

- 1.1 A **Three-month notice** must be submitted to the school (in written form ONLY) for withdrawal. Reason for withdrawal and the last day of school must be stated on the form with parents'/guardian's signature.
- 1.2 Registration and Miscellaneous fees are **NON-REFUNDABLE** upon withdrawal from school.
- 1.3 Caution Fee (if applicable) are non-refundable upon failure of given the withdrawal notification.
- 1.4 Withdrawal application will not be processed should there be any outstanding fees.
- 1.5 Refund (if any) will be made via online transfer within two months from the last school date upon the approval by the school.
- 1.6 Please take note that the withdrawal procedure takes 14 working days to process.
- 1.7 All outstanding payment must be cleared in order to collect the documents of student which include:

Sekolah Menengah Universal Hua Xia	a. Leaving Certificate c. Buku Kesihatan e. Pelaporan Pentaksiran Bilik Darjah (PBD) f. Borang Rumusan Aktiviti Kokurikulum/Aktiviti Sukan (PAJSK) g. Pelaporan Pentaksiran Standard Kecergasan Fizikal Kebangsaan	b. Progress Report d. Discipline Report
Hua Xia International School	a. Leaving Certificate c. Buku Kesihatan (Malaysian only)	b. Progress Report



Should you have any outstanding payment, kindly make payment to the respective banks according to the school:

Hua Xia International School

Name	Universal Edu Centre Sdn Bhd
Bank Name	Public Bank Berhad
Bank Address	275 & 277, Jalan Mahkota, Taman Maluri, Cheras, 55100 Kuala Lumpur, Malaysia
Email Address	payment@huaxia.edu.my
Bank Account No.	3206899802
Swift Code	PBBEMYKL (仅限于国际转账)

Sekolah Menengah Universal Hua Xia

Name	Universal Edu Centre Sdn Bhd
Bank Name	Maybank Berhad
Bank Address	No. 418-24, Jalan Pudu, Pudu, 55100 Kuala Lumpur, Malaysia
Email Address	payment@huaxia.edu.my
Bank Account No.	5140 4859 4861
Swift Code	MBBEMYKL (仅限于国际转账)

If there is any refund payment to be made by school to you, please fill up the beneficiary bank details below:

Beneficiary Name : _____
 Beneficiary NRIC No. : _____
 Beneficiary Bank Name : _____
 Beneficiary Bank Account No.: _____

Disclaimer: I/We hereby confirm/declare that the information provided herein is accurate and complete in this withdrawal application form. I/ We are aware that any false information given will lead to my application being rejected.

Parents/Guardian's Full Name & Signature: _____

Date of Form submission: _____

Date of Receipt : _____ Form Recipient Name : _____
 For Student Enrolment Department Usage – Remark : _____

For Account Department Usage: Refund Outstanding

Dear Account Department, kindly provide a copy of this student's payment statement.

 Verified by Account
 Manager of Universal
 Education Group

 Verified by Student
 Enrolment Department-
 Manager/Assistant Manager
 of Universal Education Group

 Verified by General
 Manager of Universal
 Education Group

 Verified by the School
 Principal HXIS/ HXPS