



Since 1993

Stepping Stones Study Centre

步步高升补习中心

(Registered with M.O.E. Reg Lic No 1168)

where geniuses are born

Letter of Termination from Tuition Class(es)

Dear Sir/Madam,

I wish to withdraw my child / myself from tuition class(es) in Stepping Stones Study Centre.

By submitting this form I understand that:

- The deposit will be either refunded by cheque or offset against my final term of tuition fees.
- The cheque will be ready about two weeks after the deadline of submission for such notices.
- There will be a \$20 registration fees and a deposit of \$40 should I re-register for tuition again.
- All outstanding fees must be cleared before the deposit can be refunded.

Applicant's Particulars					
Child's Name				Level	Date Joined
Parent's / Guardian's Name				Home Tel	
Final Term		Date of Submission		Handphone	
Mode of Refund (tick where applicable)	<input type="checkbox"/> Cheque Payment	<input type="checkbox"/> Fees Offset	<input type="checkbox"/> Deposit Forfeited	<input type="checkbox"/> No Deposit	
To fill in this column for Cheque Refund Only					
Cheque made payable to (Name)				I/C Number	
				Signature	
Reasons for Leaving					

For Official Use :

REFUND VOUCHER

Cheque collected by (Name)				Handphone	
<u>FEES OFFSET</u>			<u>CHEQUE REFUND</u>		
I hereby acknowledge that my deposit has been used to offset the final term tuition fees.			I hereby acknowledge that my deposit has been refunded to me by Cheque.		
Final Term		Fees		Cheque Number	Amount
Date		Less Deposit	\$40	Date	Signature
		Amount to Collect			