



Class Withdrawal Form 退学表

Student Name:		Parent Name (if student is a minor):		
Address to mail the check to (if not picking up at RACL):				
Reimbursable Item(s)				Amount
Tuition ¹:	<input type="checkbox"/> Language Class <input type="checkbox"/> Activity Class	Class(es) :	<input type="checkbox"/> 100% refund ² <input type="checkbox"/> 50% refund ²	\$
PTA Fee:	\$10 PTA fee is ONLY refundable if student withdrawals from all classes AND withdrawals within the first 2 weeks of the current semester.			\$
Textbook(s):	Fees are ONLY refundable if the textbooks are in LIKE-NEW condition. Student must return the books with this withdrawal form.			\$
Other Balance:	Balance from previous semesters, unpaid fees and fines (i.e., unreturned library books, PTA fines, etc) will be subtracted from the refund amount.			(\$)
Total:				\$
Submitted by: (Please Print)		Signature:		Date:
Registration Department Approval by (Please make sure total amount is correct and if applicable, textbooks are returned and are in like-new condition.)				
Name (Please Print):		Signature:		Date:
Final Approval by:				
Name (Please Print):		Signature:		Date:
For RACL Use Only:				
Check Issue Date:		Check No.:		Check Amount:
Remarks:				

Notes:

1. Please use one form per each student. If withdraws from both language and activity classes, please check both boxes and list both classes.
2. Please refer to the school calendar for important tuition refund dates.