

韩江中学

《授权书》

<<Letter of Authorisation>>

学生姓名

Student Name

学号

Student No

本人(家长/监护人)

I,(parent/guardian)hereby

授权以下数额支票台头

authorise the school to refund the amount below by issuing cheque payable to

姓名

Name

身份证号码

NRIC No

Bank account (if any)

| | 收据号码 OFFICIAL RECEIPT NO | 共计 AMOUNT |
|---------------------------------|-----------------------------|--------------|
| 宿舍保证金 Food & Lodging Deposit | | |
| 海外生保证金 PERSONAL BOND | | |
| | | |
| | | |
| | | |
| | | |
| | | 共计 TOTAL |

签名



Signature

家长姓名

Parent/Guardian Name

电话

H/P No

Email

日期

Date

财务部签收

Acknowledge by Finance Dept

日期

Date

槟城韩江中学宿舍

Han Chiang High School Hostel, Penang

〈退宿表格 Hostel Leaving Application Form〉

1. 凡申请退宿者必须由家长亲自于一个月前提出申请。
Parent are required to submit this form to school one month in advance before moving out.
2. 学校将不接受退宿者再次申请寄宿。
Student who left the hostel will not consider to stay in again.
3. 凡未住满两年者，保证金将不退回。
Lodging deposit only refundable if the student stay more than 2 years.
4. 退宿前必须缴清一切费用。
All payment should be settled before leaving hostel.

姓名 _____ Name _____

班级 Class _____ 学号 School No _____

退宿原因 Reason of leaving _____

家长姓名 _____ Parent's Name _____

学生签名 _____ 家长签名 _____
Student's signature _____ Parent's Signature _____

申请日期 Date of Application _____

| 部门 Department | 事项 Item | 签名 Signature | 备注 Remarks |
|------------------------|---|--------------|------------|
| 宿舍 Hostel | 床, 垫褥, 柜, 柜匙 Bed, Mattress, wardrobe & key | | |
| 财务部 Finance Department | | | |

校长 Principal _____ 批准日期 Approved date _____

舍监 Hostel Warden _____ 退宿日期 Date of Departure _____