



# The Primacy Collegiate Academy

99 MeiDe Road • Shihlin District • Taipei City 111, Taiwan  
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## Official School Withdrawal Form

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Family Email Address: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Last Date of School Attendance: \_\_\_\_\_

Reason for Withdrawal (Optional):

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Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Check Out Process:** *(For Office Use Only)*

- Date Received:** \_\_\_\_\_ **Staff Initials:** \_\_\_\_\_
- Student ID Returned
- Locker Key Returned
- Tuition Reimbursement Application *(optional)*
- Apply for Official Transcripts *(optional)*

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\*Please note that the withdrawal is considered official when Primacy receives the form. Any tuition reimbursement will be calculated based on the date form is received or the postdated "last date of school attendance", unless otherwise approved.