

Withdrawal Policy & Procedures

Parents who wish to withdraw their child/children from Lutheran Academy are required to submit the “Notification of Withdrawal” at least 30 calendar days in advance to officially inform the school of the withdrawal. The blank form of “Notification of Withdrawal” can be obtained from the Student & Administration Office or downloaded from the school’s website www.luac.edu.hk.

Notification of withdrawal by other means such as email, letter or verbal notice is not acceptable. Lutheran Academy withholds the right to decline the request of issuing any related documents (such as reference letter, transcript and school attendance certificate) to the student, if the parents fail to give the school 30 calendar days’ notice.

Parents can submit the completed and signed notification of withdrawal in hard copy OR scanned copy. The hard copy should be handed in to the Student & Administration Office, while the scanned copy should be emailed to info@luac.edu.hk.

The Notification of Withdrawal is used by parents for notifying the school of:

- A current student’s withdrawal;
- The withdrawal of “prospective students” before the first day of school;
- Any subsequent change of the last date of attendance.

Withdrawal Procedure

Parents should complete all the information needed in the notification of withdrawal before sending it to the Student & Administration Office. Parents of “prospective students” should write the student’s year group in the “Class Name” section and put “N/A” as the last date of attendance.

Subsequent Change of the Last Date of Attendance

A resubmission of the notification of withdrawal is required if parents wish to change the last date of attendance after the submission of a notification. All sections of the revised notification should be completed, and it should be remarked that it supersedes the previous notice submitted. The request of postponing the last date of attendance may be declined, as the vacancy may be allocated to another student.

Cancellation of Student Withdrawal

Parents who wish to cancel the withdrawal should inform the Student & Administration Office by writing as soon as possible. The cancellation may be declined as the vacancy may be allocated to another student.

