



Student Reference Request Form (Primary School)

Attention: Registrar Office

Tel: 2202 2016 / Fax: 2202 2099 / Email: registrar@isf.edu.hk

Name of Student: _____ Class: _____ Student ID: _____

Date of Birth: _____ Homeroom Teacher: _____

Please tick all that apply (please attach any forms to be completed by the Academy)

Admission to another educational institution (please state month and year of entry - MM/YY)

Application for scholarships or honorary awards

Application for summer school

Others (please specify) _____

**Please allow 14 working days to process a reference upon the date of submission. The Academy does not provide open reference, all student references will be sent directly to the applicant's institutions and handled with confidentiality.*

Please list down all the activities / awards or recognition achieved **AT The ISF Academy** in the last two years.

Please list down all the activities / awards or recognition achieved **OUTSIDE The ISF Academy** in the last two years.

I hereby agree to release my child's information to _____ (new school)

Parent's Signature: _____ Date: _____

**Student Reference Request Form does NOT serve as a withdrawal notice.*

Parents wishing to withdraw their child from the school for any reason must give written notice by completing Voluntary Withdrawal Form at least NINETY DAYS prior to the day on which the student will last attend the School. If such notice is not given, the parents will need to pay the school NINETY DAYS of tuition fees calculated on a pro-rata basis.



學生推薦信申請表 (小學部)

致: 學生註冊處

聯絡電話: 2202 2016 / 傳真: 2202 2099 / 電郵: registrar@isf.edu.hk

學生姓名: _____ 班別: _____ 學生編號: _____

出生日期: _____ 班主任: _____

請把適用的推薦信用途劃上別號 (如有特定推薦表格樣式, 請一併提交)

- 申請入讀其他學校 (請註明入學月份及年份) _____
- 申請獎學金或榮譽獎項
- 申請入讀暑期課程
- 其他 (請註明) _____

* 所有推薦信處理時間為十四個工作天 (由遞交表格日開始計算)。
學校不會提供公開推薦信, 所有推薦信將保密處理, 並直接發送至申請者所屬學校。

請說明過去兩年在校內曾參與之活動及獲得的獎項或認可。

請說明過去兩年在校外曾參與之活動及獲得的獎項或認可。

我同意將孩子在弘立書院的記錄發放給 _____ (新學校)。

家長簽署: _____ 日期: _____

*此推薦信申請表不可作為退學通知書。家長如欲為子女申請退學, 必須於學生正式離開學校前最少九十日填寫自願退學通知表格, 否則家長必須向校方支付相等於九十日學費的代通知金。