

### Withdrawal Request Form

Name of student	
Student no. (if applicable)	
Date of birth	
Tel no.	
Course	
Date of commencement	

I wish to request to withdraw from my course of study. I understand the school's withdrawal policy which is on the school's website, student contract and student handbook.

**Note:**

- 1 Withdrawal means the student contract is terminated and the student is no longer a student of this school.
- 2 A transfer to another private school is also regarded as a withdrawal from the course of study at this school.

Reason: \_\_\_\_\_  
 \_\_\_\_\_

SIGNED by the Student

~~SIGNED by the Student's parent or legal guardian~~  
 (if the student is under eighteen (18) years of age)

\_\_\_\_\_  
 Signature  
 Date:

\_\_\_\_\_  
 Signature  
 Date:

~~Name of Parent or Legal Guardian:~~

~~NRIC / Passport No:~~

**FOR OFFICE USE**

<u>Remarks by Counsellor</u>	
_____ Signature	_____ Date
<u>Calculation of refund</u>	
_____ Signature	_____ Date
<u>Remarks by Director</u>	
_____ Signature	_____ Date

	Done by:	Date:
<input type="checkbox"/> Issuance of a letter to student effecting the withdrawal		
<input type="checkbox"/> Issuance of refund, if any, to the student (if applicable)		
<input type="checkbox"/> Issuing of the attendance record (if applicable)		
<input type="checkbox"/> Cancellation of the student pass		
<input type="checkbox"/> Informing the FPS provider		
<input type="checkbox"/> Service standard met? The school sets a service standard of 4 weeks or less for assessing and replying to any request for withdrawal.	YES	NO