



WITHDRAWAL & REFUND REQUEST FORM

Date : _____

Name of Student: _____

NRIC/FIN : _____

Course: _____

Commencement Date: _____

REASONS FOR WITHDRAWAL

- | | |
|--|--|
| <input type="checkbox"/> Transfer to other PEI
<input type="checkbox"/> Entry to Singapore Government School
<input type="checkbox"/> Cannot cope with studies | <input type="checkbox"/> Work Commitment
<input type="checkbox"/> Back to Country of Origin
<input type="checkbox"/> Others: _____ |
|--|--|

I hereby acknowledge that I have applied to withdraw from the above-mentioned course. I am aware that my current contract will be terminated once I sign the withdrawal form

Terms and Conditions for withdrawal and refund:

I am fully aware of the school's current withdrawal policies.

Please refer to the Student Contract Terms and Conditions for Course Fee Refund Policy.

Signature of student

Date

TO BE COMPLETED BY STUDENT'S PARENT OR GUARDIAN IF STUDENT IS BELOW 18 YEARS OF AGE

Parent's / Guardian's consent is needed in case of withdrawal for Student below 18 years of age.

Signature of Parent's / Guardian's

Date

For Office Use Only (Section A)

Withdrawal Application Verified By:

Withdrawal Request Approved By:

 Name:
 Date:

 Name:
 Date:

- Prepared and issued "Course Withdrawal Application" to student
- Ensure Student have to return Student Pass and outstanding property

