



Withdrawal Request Form

Name of student	
Student no. (if applicable)	
Date of birth	
Telephone 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.

Effective date of withdrawal: _____ (if this is unfilled, the effective date of withdrawal will be the date this form is received by the school)

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 and date:

Signature and date:

Name of Parent or Legal Guardian:

NRIC / Passport No:

FOR OFFICE USE

Remarks by Counsellor / Education Consultant

Signature & date

Calculation of refund

Signature of staff & date

Remarks by Principal

Signature of Principal & 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? <small>The school sets a service standard of 7 days or less for procesing any request for withdrawal.</small>		