



INTEGRATED INTERNATIONAL SCHOOL

Capital Square Two, 21 Church Street #01-01, Singapore 049480
+65 6466 4475 @ admission@iis.edu.sg / info@iis.edu.sg www.iis.edu.sg

Withdrawal Request Form

Name of student	
NRIC / FIN / Passport No. (strike out where not applicable)	
Date of birth	
Contact No.	
Course Name	
Date of commencement (Start date of the course for the academic year)	

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)

**This refers to the last day the student will physically attend 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 / FIN No: _____



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FOR OFFICE USE

Remarks by Counsellor / Education Consultant

Name of Staff/Signature & date

Calculation of refund

Name of Staff/Signature & date

Remarks by Principal

Signature of Principal & date

	Done by: (Name of staff)	Date:
<input type="checkbox"/> Reply 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 not more than 4 weeks from the point of receiving the withdrawal request to notifying the student of the outcome of his withdrawal request in writing are met.	YES	NO