



WITHDRAWAL REQUEST FORM

SECTION A: STUDENT'S INFORMATION

Name of Student	Class	Enrolment Date	Cessation Date

SECTION B: PARENT'S PARTICULARS

Name of Parent (as in NRIC/Passport)		
Nationality	Relationship to Student	
Forwarding Address		
Handphone No.	Home Telephone No.	Email Address
Bank Name	Bank Branch	Bank Code
Bank Account Name (name in which the bank account was opened with)		Bank Account No.
Preferred Refund Method (if eligible): ☐ Cheque ☐ Bank Transfer		

SECTION C: REASON FOR WITHDRAWAL

☐ Returning to home country	☐ Transferring to another school
☐ Relocating outside Singapore	☐ Graduating Student
☐ Other (Please specify): _____	

SECTION D: DECLARATION BY PARENT

- I declare that the information given is true and accurate to the best of my knowledge and I have not willingly suppressed any information.
- I am fully aware of the school's current refund policy that programme fees will only be refunded based on the terms specified on the student contract and no exceptions will be entertained.
- I understand that the completion of this form is an administrative procedure for withdrawal and does not constitute a promise of refund.

Signature of Parent _____ Date _____

Verified by Principal/Admissions _____ Date _____

For School Admin Purpose

Date Sent to HQ	Date & Signature of Approval by Director	Date Refund Process	Receipt Number