



Request for Course Withdrawal

Name of student	
Student number	
Contact number	
Email address	
Course to withdraw	
Intake	
Reason for withdrawal	

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.

Notes:

- 1 Withdrawal of course 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.
- 3 The application for withdrawal is made no later than 14 days after the course commencement.

Request for Refund (if applicable)

Please complete the section below for refund request.

Type of refund	Withdrawal for cause / Withdrawal without cause		
Amount available for refund according to the refund policy*			
Less : third party charges (if any)			
Less : administrative charges (if any)			
Net amount to be refunded		Changes in fee amount to be protected in Schedule 2.1 of Student Contract	



Refund will be made via bank transfer under normal circumstances. Please provide your bank details as below.

Account Holder's Name :	
Bank Name :	
Account Number :	
Bank Code :	
Branch Code :	

Refund will be made in no more than seven (7) working days from the date of request for refund which is taken as the date when this form is completed.

Student's undertaking:

I acknowledge the above amount will be refundable to myself upon approval of the refundable fees, which will be processed within seven (7) working days upon completion of this form.

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 OFFICIAL USE

Approval by Programme Director (signature and date)	
Approval by Head of Department (signature and date)	
Approval by Managing Director (signature and date)	
Remarks (if any)	