



## SAN YU ADVENTIST SCHOOL WITHDRAWAL REQUEST FORM

**Please submit the following to Admissions Office:**

- (1) This form (fully completed and signed by both student and parent/guardian)
- (2) Student Pass
- (3) SYAS Student ID Card
- (4) Library Book(s), if applicable

**Note:** In the event that the withdrawal request submitted is incomplete, SYAS has the right to reject the withdrawal request.

Name of student			
Effective date of withdrawal (For Admissions Office use only)		Class	
Passport No		Expiry Date	
Pass FIN No		Expiry Date	
Student Contact No		Student ID #	
Parent/Guardian Contact No			

**Note:** For any refund, the refund cheque will be issued to the student's name. However, if the cheque is requested to be issued to a different name (eg. Guardian's name), an authorisation letter from the student's parent is required.

Cheque to be issued to: (if applicable)	Name	Relationship
	Email	

I wish to request to withdraw from my course of study. I understand the school's withdrawal policy which is stated on the school's website.

- 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.

**Reasons for withdrawal:**

- Transfer (\*govt / private), school's name \_\_\_\_\_  
Class \_\_\_\_\_ (\*E / NA / NT)
- Go back to home country
- Other reason \_\_\_\_\_

**Declaration of Student's current whereabouts:**

- Out of Singapore
- In Singapore (Date of leaving \_\_\_\_\_, if applicable)

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 / FIN No / Passport No

**FOR OFFICE USE**

Remarks by Admissions Office

1. Student Pass:     Returned to \*SYAS / ICA / Checkpoint \_\_\_\_\_  
                           Obtained a new Student Pass (copy \*enclosed / to be submitted)  
                           Students Pass cancellation date \_\_\_\_\_
2. Student ID :      Returned         Did not return
3. Library Book(s):  Returned         NA
4. Student in:        \*Singapore / Other country \_\_\_\_\_
5. Update status in BWS  Yes

\_\_\_\_\_  
Signature of staff & date

Remarks by Registrar

\_\_\_\_\_  
Signature of Registrar & date

**Calculation of Refund (Business Office)**

Calculation breakdown

\_\_\_\_\_  
Signature of staff & date

Remarks/Approval by Business Manager

\_\_\_\_\_  
Signature of BM & date

Acknowledgement by student/parents/guardian

I acknowledge that I agree to the above calculation of refund of course fees and/or meal plan to my child/ward.

\_\_\_\_\_  
Name of Student or Parent or Guardian

\_\_\_\_\_  
Signature of Student or Parent or Guardian & date

	Done by:	Date:
<input type="checkbox"/> Issuance of a letter to student effecting the withdrawal		
<input type="checkbox"/> Cancellation of the STP / LOC <i>(Please circle)</i>		
<input type="checkbox"/> Informing the FPS provider (Cert No. _____)		
<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"/> Service standard met? YES / NO <i>(Please circle)</i>  The school sets a service standard of 7 days or less for assessing and replying to any request for withdrawal.		