



SAN YU ADVENTIST SCHOOL WITHDRAWAL REQUEST FORM

**PRIVATE &
CONFIDENTIAL**

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			

Mode of Refund: (Please tick one <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> By Cash <input type="checkbox"/> By Cheque <input type="checkbox"/> By Local Bank Transfer <input type="checkbox"/> N/A	
Note: For any refund, the refund will be issued to the student's name or any of the parent's name. However, if the refund is requested to be issued to another person (eg. Guardian's name), an authorisation letter from the student's parent is required	
Refund Issue To:	Name: _____ Relationship: _____
	Email: _____
For Transfer: (if applicable)	Account Bank and Number: _____

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: (Please tick one

- Transfer (*govt / private), school's name _____
Level / Course Name _____ (*E / NA / NT)
- Go back to home country
- Other reason _____

Declaration of Student's current whereabouts: (Please tick

- 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 / Checkpoint / ICA (Have LTVP attached with STP Yes No Others _____)
 Obtained a new Student Pass (copy *enclosed / to be submitted) Issued on _____ (Date)
2. Student ID: Returned Did not return
3. Library Book(s): Returned NA
4. Student in: *Singapore / Other country _____
5. Authorisation Letter (For refund): Submitted _____ (Date) NA
6. Update status in AIMS: Yes
7. Print Discipline Records: Yes NA
8. Update status with AsknLearn: Yes NA

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.		