



## FOR OFFICE USE

### Remarks by Admissions Office

1. Student Pass: ☐ Digital STP cancelled ☐ N.A. \*( DP / LTVP / SPR / SG )  
☐ Have LTVP attached with STP ( Emailed/Informed parent/guardian ☐ Yes \_\_\_\_\_(Date))  
☐ 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

\_\_\_\_\_  
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 (BM)

\_\_\_\_\_  
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		
<input type="checkbox"/> Update FPS Group record		
<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.		