



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) SYAS Student ID Card
- (3) Library Book(s), if applicable

Note: For incomplete withdrawal request, SYAS reserves the right to reject the request.

Name of Student			
Effective date of withdrawal <i>(For Admissions Office use only)</i>		Current Class	
Pass Type # <i>(Please tick one)</i>	<input type="checkbox"/> STP <input type="checkbox"/> DP <input type="checkbox"/> LTVP <input type="checkbox"/> SPR <input type="checkbox"/> SG		
NRIC / FIN No		Passport No.	
Pass Expiry Date		Passport Expiry Date	
Parent/Guardian Contact No.		Student Contact No.	

STP: Student's Pass DP: Dependent's Pass LTVP: Long Term Visit Pass SPR: Singapore PR SG: Singaporean

Mode of Refund: (Please tick one) <input checked="" type="checkbox"/> By Local Bank Transfer <input type="checkbox"/> By PayNow <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:	Account Name:	Relationship:
	Email:	PayNow number:
For Transfer: <i>(if applicable)</i>	Name of Bank and Account 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) <input checked="" type="checkbox"/>
--

- Transfer (*govt / private), school's name _____
Level / Course Name _____ (*G3 / G2 / G1)
- Go back to home country
- Other reason _____

For Student's Pass (STP) Holder: (Please tick one) <input checked="" type="checkbox"/>

- I request the school to assist with the cancellation of my Student's Pass with ICA.
- (Applicable only for students with Singpass)* I will cancel my Student's Pass on my own and acknowledge that it is my responsibility to ensure the Student's Pass is cancelled with ICA before its expiry date.

Declaration of Student's current whereabouts: (Please tick one) <input checked="" type="checkbox"/>
--

- Out of Singapore In Singapore (Date of leaving _____)

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 and *NRIC / FIN No / Passport No

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

For office use: 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

For office use	Done by:	Date:
<input type="checkbox"/> Issuance of a letter to student effecting the withdrawal		
<input type="checkbox"/> Cancellation of the STP (if applicable)		
<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.		