

## COURSE WITHDRAWAL

Please read the following terms and conditions carefully before proceeding to complete the Course Withdrawal Form.

**Course Withdrawal** (Student Contract: Clause 2.2 / Schedule E – Terms and Conditions Clause 6)

- 1) All withdrawal applications have to be done by submitting hard copy of the withdrawal form.
- 2) All withdrawal forms have to be signed by Student and/or Parents / Guardians (for Student below 21 years old).
- 3) Submit the Course Withdrawal Form at least ONE calendar month prior to the intended withdrawal date.

Example of Intended Change Date	Due Date for Form Submission
13 March 2020	12 February 2020

- 3) Subsequent instalment payments may be waived or adjusted only if withdrawal or subject change request is made at least ONE calendar month before the next instalment is due.
- 4) Students/parents/guardians will be informed of approval/rejection within 4 calendar weeks from the date the Course Withdrawal application is received.
- 5) Upon approval, students/parents/guardians will be served a letter confirming Course Withdrawal. Upon approval of Withdrawal, the Student Contract is deemed to be terminated.
- 6) If no official notice of a student's approval is received by the student/parents/guardians, the student is still deemed as active and the student/parents/guardians are liable for the course fee as stated in the PEI-Student contract.
- 7) NS deferment/Transitlink Card for the withdrawn course shall be cancelled within 7 days of the date that enrolment for a student at INSPIRE ceases.
- 8) Any refund of fees from the withdrawn course (according to the refund policy) shall be refunded to the student/parents/guardians within 7 working days.

**NOTE: If you are under 21 years of age, you will need your parent's/guardian's approval prior to the Centre processing your request.**

<b>COURSE WITHDRAWAL FORM</b>	
<b>SECTION A: COURSE INFORMATION</b>	
Course Name: Preparatory Course for Singapore-Cambridge GCE NA / O / A Levels / Admission to Government Schools* (Delete as required)	
<b>SECTION B: STUDENT'S PARTICULARS</b>	
Name of Student (as in NRIC/Passport)	
Handphone No.	E-mail Address
<b>SECTION C: APPLICABLE TO STUDENT UNDER THE AGE OF 21 ONLY</b>	
Parent's/Guardian's Name	
Handphone No.	E-mail Address
<b>SECTION D: REASONS FOR WITHDRAWAL</b>	
<input type="checkbox"/> Quality of Program/Teaching <input type="checkbox"/> Personal / Family Issue <input type="checkbox"/> Transfer to another school. _____	
<input type="checkbox"/> Financial Constraints                 Reason for transfer:	
<input type="checkbox"/> Others (please specify):	

<b>SECTION E: DECLARATION BY STUDENT</b>	
<input type="checkbox"/> I declare that the information given is true and accurate to the best of my knowledge and I have not willingly suppressed any information.	
<input type="checkbox"/> I agree to the terms and conditions for Course Withdrawal and Refund.	
<input type="checkbox"/> I acknowledge that the course withdrawal will be made effective by signing this acknowledgement. I understand that my current contract with INSPIRE is terminated with immediate effect.	
_____ Signature of Student	_____ Date
_____ Signature of Parent / Guardian	_____ Date

<b>FOR OFFICIAL USE ONLY</b>			
<b>WITHDRAWAL FORM RECEIVED</b>			
Name & Signature of Administrator:	_____	Date:	_____
<b>STUDENT INTERVIEW FOR WITHDRAWAL</b>			
Comments			
Interview conducted by:		Interview conducted on:	
_____		_____	
Name & Signature of Interviewer (MT)		Date	
<b>APPROVAL FOR WITHDRAWAL BY MANAGEMENT TEAM</b>			
Outcome: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected			
Reason(s) for rejection:			
<b>DOES STUDENT QUALIFY FOR REFUND?</b>			
<input type="checkbox"/> Yes, proceed with refund procedure		<input type="checkbox"/> No, please explain to student	
Approved by:		_____	
_____		_____	
Name & Signature of MT		Date	
<b>ADMIN PROCESSING</b>			
Type of Processing (if applicable)			
<input type="checkbox"/> Student Exit Interview (AP15) form filled in.			
<input type="checkbox"/> Cancellation of Student's Bus Concession Date of Notification: _____		<input type="checkbox"/> Cancellation of Student's NS Deferment Date of Notification: _____	
Name & Signature of Administrator:	_____	Date:	_____