



# STUDENT WITHDRAWAL FORM

Please submit this form to the Principal's Office. The Principal will forward the form to the appropriate departments.

## STUDENT'S PARTICULARS

Student's Name \_\_\_\_\_ ISS Student ID No \_\_\_\_\_

Class/Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Personal Email \_\_\_\_\_ Withdrawal Date \_\_\_\_\_  
*[Graduates only]* *[Exact date of last day in ISS]*

## FORWARDING ADDRESS

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Tel \_\_\_\_\_

## REASON FOR LEAVING *Tick and complete where appropriate.*

Repatriation  Relocation to another non-home country

Transfer to another school in Singapore \_\_\_\_\_  
*[Name of school]*

Graduation \_\_\_\_\_  
*[Name of next institution]* *[Country]*

Other reasons \_\_\_\_\_  
*[Please specify]*

## REFUND INSTRUCTIONS (IF APPLICABLE) *Exact name of person to whom refund should be made payable.*

Name of Payee \_\_\_\_\_

Address \_\_\_\_\_

*[For overseas address, a bank draft or telegraph transfer will be issued & all bank charges incurred will be borne by the payee.]*

## SUBMITTED BY *This form must be signed and dated.*

Student's Name \_\_\_\_\_ Tel \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Tel \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### NOTE:

[A] Students who leave at any point during the course duration must settle all remaining outstanding payments for the academic year.

[B] Students who graduate or leave school must complete and submit:

[i] the Student Withdrawal Form; and

[ii] the School Clearance Form before or on the last day in school to their homeroom teacher.

[C] Refund of fee (if applicable) will be in accordance with the refund policy stated in the student contract.

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## FOR OFFICIAL USE ONLY

1. **Principal:**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

2. **Admissions Department:**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

3. **Head of School:**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

4. **Finance Department:**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Remarks :

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