



Note: Refund process may take up to a month

**Student's Particulars**

Name: \_\_\_\_\_ Class and Year: \_\_\_\_\_

I/C or BC No.: \_\_\_\_\_ Tel no.: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_

**Withdrawal Matter**

Effective Date of Withdrawal: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Parent's/Guardian's Signature*

\_\_\_\_\_

*Date*

**Refund Matter (if applicable)**

iBanking  Cheque (Self Collect)  Cheque (Mail)

*\*Please provide a copy or screenshot of the bank account details*

Pay to (account no.): \_\_\_\_\_

Address: \_\_\_\_\_ (S \_\_\_\_\_)

**Official Use Only**

Last Attendance: \_\_\_\_\_

Remarks: \_\_\_\_\_

Refund Amount: \_\_\_\_\_

Arrears Amount: \_\_\_\_\_

Teacher Notified  Date: \_\_\_\_\_

GIRO status: Non-GIRO / Removed

Attended by:

Approved by:

\_\_\_\_\_

Name, Signature and Date

\_\_\_\_\_

Name, Signature and Date