

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
10 March 2022	9 February 2022

- 4) A Withdrawal Administrative Fee will be imposed for a Course Withdrawal application.
- 5) 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.
- 6) Students/parents/guardians will be informed of approval/rejection within 4 calendar weeks from the date the Course Withdrawal application is received.
- 7) 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.
- 8) 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.
- 9) NS deferment/Transitlink Card for the withdrawn course shall be cancelled within 7 days of the date that enrolment for a student at INSPIRE ceases.
- 10) Any refund of fees from the withdrawn course (according to the refund policy) less Refund Administrative Fee shall be refunded to the student/parents/guardians within 7 working days.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.

COURSE WITHDRAWAL FORM	
SECTION A: COURSE INFORMATION	
Course Name: Preparatory Course for Singapore-Cambridge GCE NA / O / A Levels / Admission to Government Schools* (Delete as required)	
SECTION B: STUDENT'S PARTICULARS	
Name of Student (as in NRIC/Passport)	
Handphone No.	E-mail Address
SECTION C: APPLICABLE TO STUDENT UNDER THE AGE OF 21 ONLY	
Parent's/Guardian's Name	
Handphone No.	E-mail Address
SECTION D: REASONS FOR WITHDRAWAL	
<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): _____	

SECTION E: DECLARATION BY STUDENT	
<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 understand that for this Course Withdrawal application I will be charged a Withdrawal Administrative Fee of \$100. <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

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