

## **COURSE WITHDRAWAL FORM**

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

**Course Withdrawal** (PEI-Student Contract clause 2.1 to 2.3 for Refund Policy (for conditions of refund), Schedule C (for non-refundable fees) and Schedule D (for Refund Table).)

- 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
8 March 2024	7 February 2024

- 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- 9) NS deferment/Transitlink Card for the withdrawn course shall be cancelled within 7 days of the date that enrolment for a student at INSPIRE ceases.
- 10) Any refund of fees from the withdrawn course (according to the refund policy) less Refund Administrative Fee shall be refunded to the student/parents/guardians within 7 working days.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.**

<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

#### SECTION D: REASONS FOR WITHDRAWAL

- ☐ Quality of Program/Teaching
- ☐ Personal / Family Issue      ☐ Transfer to another school. \_\_\_\_\_
- ☐ Financial Constraints      Reason for transfer:
- ☐ Others (please specify):

#### SECTION E: DECLARATION BY STUDENT

- ☐ I declare that the information given is true and accurate to the best of my knowledge and I have not willingly suppressed any information.
- ☐ I understand that for this Course Withdrawal application I will be charged a Withdrawal Administrative Fee of \$100.
- ☐ I agree to the terms and conditions for Course Withdrawal and Refund.
- ☐ 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: ☐ Approved    ☐ Rejected    Reason(s) for rejection:

#### DOES STUDENT QUALIFY FOR REFUND?

☐ Yes, proceed with refund procedure    ☐ No, please explain to student

Approved by:

\_\_\_\_\_  
Name & Signature of MT

\_\_\_\_\_  
Date

#### ADMIN PROCESSING

Type of Processing (if applicable)

☐ Student Exit Interview (AP15) form filled in.

☐ Cancellation of Student's Bus Concession

☐ Cancellation of Student's NS Deferment

Date of Notification: \_\_\_\_\_

Date of Notification: \_\_\_\_\_

Name & Signature  
of Administrator:

Date: