

Note:

1. Request for clearance must be submitted using Clearance Form A.
2. In the absence of Parent's/ Guardian's signature, a letter/email from Parent/Guardian must be submitted, stating the reason for clearance.
3. Both Clearance Form A and B must be completed and submitted to Student Admissions and Services.

CLEARANCE FORM A (STUDENT WITHDRAWAL)

(To be Completed by Student and Parent/Guardian)

To be completed and returned to Student Admissions and Services Office (Level 4) at least 7 days before the Student departs from Singapore or from the School.

SECTION A: Particulars of Student

Name of Student	Class	
STP No.	STP Expiry Date	
Passport No.	Passport Expiry Date	
Email Address	Contact No.	
Care Teacher	Date Joined	

SECTION B: Reason for Seeking Clearance

SECTION C: Student's Travelling Information (for Student's Pass Cancellation)

Effective Clearance Date (Last School Day): _____

I am not leaving Singapore.

I am returning to my home country. I will be leaving Singapore on _____ (date/time) to _____ (name of country).

I am going to **another country** (not home country) on _____ (date/time) to _____ (name of country).

Signature of Student & Date

Signature of Parent/Guardian & Date

SECTION D: Clearance Checked (to be Completed by Relevant Staff)

<input type="checkbox"/> LRC, Level 6 (Book loans and fines)	Name / Signature / Date	_____
<input type="checkbox"/> Student Admissions and Services, Level 4 (Locker)	Name / Signature / Date	_____
<input type="checkbox"/> Finance Office, Level 4 (Fees & refunds)	Name / Signature / Date	_____

SECTION E: To be completed by Student Admissions and Services

Date Received _____

Handled by:

Date STP cancelled _____

Date SchoolBase updated _____

Date Transcripts returned _____

Date checked and close (SAS Manager) _____

Refund for Withdrawal

If the student withdraws from the Course, the PEI will within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in **Schedule D** below:

SCHEDULE D **REFUND TABLE**

% of [the amount of the fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
75%	("Maximum Refund") More than 14 days before the Course Commencement Date
50%	Before, but not more than 14 days before the Course Commencement Date
30%	After, but not more than 7 days after the Course Commencement Date
15%	More than 7 days after the Course Commencement Date, but not more than 30 days after the Course Commencement Date
0%	More than 30 days after the Course Commencement Date

Refund During Cooling-Off Period

The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.