

**Withdrawal Notice Form**

<b>Date of Notice:</b>	
<b>Name of Child/Student:</b>	<b>Student Grade Level:</b>
	<b>Class:</b>
<b>Date of Withdrawal (last day of attendance at school):</b>	

I wish to inform the School of my intention to withdraw my child from the above-mentioned class. I understand the need to give a minimum of 8 calendar weeks prior to the start of the term, for a full refund of fees for the next term. I understand that once my child has formally withdrawn from the School, re-registration at Middleton will be subjected to an administration and confirmation fee upon approval of acceptance by the Board of Management.

<b>Reason for withdrawal</b>	<b>Tick where appropriate</b>	<b>1. Reason for transfer 2. Name of school attending after leaving Middleton International School</b>
Transfer outside Singapore	( )	1.  2.
Repatriating to home country	( )	N.A.
Transferring to a local school	( )	1.  2.
Transferring to another International School in Singapore	( )	1.  2.
Others	( )	

**Middleton International School**



# Middleton

## International School

By EtonHouse

### Important Information regarding the Fee Protection Scheme (FPS)

The School will terminate the insurance under FPS on the student's last day of School as stated above.

### Refund of Tuition Fees (if applicable)

Name on cheque if refund is applicable	
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Parent/Guardian's Name Signature Date

### For official use only

*Tick where applicable*

Sufficient notice given	( )	Yes	( )	No		
Comments						
Refundable Tuition Fees	( )	100 %	( )	50 %	( )	0 %

\_\_\_\_\_

Name of Accounts Officer Signature Date Received

\_\_\_\_\_

Principal Name Signature Date Seen

- ( ) Copy to Principal      ( ) Copy to Admissions      ( ) Copy to Administration
- ( ) Inform class teacher via email or memo      ( ) Update EMS
- ( ) Update class list / Bus list / ECA bus list

### Middleton International School

West Campus: 215 Upper Bukit Timah Road, Singapore 588184 Email: enquiry@middleton.edu.sg Tel: +65 6875 0089

East Campus: 2 Tampines Street 92 Singapore 528889 Email: tampines@middleton.edu.sg Tel: +65 6636 1155

CPE Registration Number: 201625676E, 27th December 2017 to 26th December 2021