

Withdrawal Notice Form

Date of Notice:	
Name of Child:	Child Year/Grade Level: Class:
Date of Withdrawal: <i>(last day of attendance in school)</i>	
Student Pass Holder: <i>(tick where applicable)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

1. I wish to inform the School of my intention to withdraw my child from the above-mentioned class.
2. I understand that any amount of fees to be refunded will be subjected to the relevant Student Contract's Terms & Conditions.
3. I understand that once my child has formally withdrawn from the School, re-registration at EtonHouse schools will not be permitted unless approved by the Board of Management.

Reason for withdrawal	Tick where appropriate	Additional information
1. Relocating outside Singapore	<input type="checkbox"/>	Reason for transfer:
2. Repatriating to home country	<input type="checkbox"/>	N.A
3. Enrolling to a local school	<input type="checkbox"/>	Name of local school:
4. Enrolling to another international school in Singapore	<input type="checkbox"/>	Name of international school:
5. Others	<input type="checkbox"/>	Reason for transfer:

Important information regarding Student Passes

The School is obliged to lodge an e-cancellation for student on a Student Pass with the Immigration Checkpoints Authority (ICA) within 7 days of the date that enrollment for a student at the School ceases. The School will take this Withdrawal Notice as an instruction from you to cancel the student's Student Pass where applicable. The reason for withdrawal is mandatory as this information will have to be submitted to ICA. The student should surrender the Student Pass identity card either at ICA or at the checkpoint when leaving Singapore. ICA will grant the student a Social Visit Pass which will allow the student to remain in Singapore for up to 30 days after the Student Pass is canceled.

Important information regarding Fee Protection Scheme (FPS)

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

Bank Account Details

Name of Account Holder:	Name of Bank:
Swift Code:	Account Number:
Email Address:	Contact Number:

By signing below, I certify that the above information is true.

Name of Parent: _____

Signature: _____

-----For Official Use Only-----

Sufficient Notice Given:	<input type="checkbox"/> Yes	<input type="checkbox"/> No, notice weeks given: _____	
Refundable School Fees:	<input type="checkbox"/> 100% \$ _____	<input type="checkbox"/> 50% \$ _____	<input type="checkbox"/> 0% \$ _____
Additional Remarks:			
Prepared by Parent Liaison Staff: Date:	Signature:		
Verified by Finance: Date:	Signature:		
Approved by Admissions Director: Date:	Signature:		

Copy to Principal Copy to Administration Copy to Parents
 Copy to bus provider Update Kagami Update ICA (STP Holder)
 (Bus no. _____)
 Update Class List/ Bus List Inform Class Teacher