

# WITHDRAWAL FORM

## Withdrawal Notice (HIGH SCHOOL)

To receive a return of your Security Deposit, notice for written withdrawal (via this form) is to be given by the parents or Legal Guardian (if permission has been given by parents by completing the Guardianship application) on or before the publicised date of notification for withdrawal, duly signed by the parents or Legal Guardian, and addressed to the Head of Admissions. Approval for withdrawal will only be confirmed when the written notice has been acknowledged by the Head of Admissions. No other member of staff apart from the Head of Admissions can accept a notification of withdrawal. **Transferring from Grade 10 (IGCSE) to Grade 11 (IB)**, the Security Deposit is non-refundable for any student that leaves the IB Programme before completing the course at the end of Grade 12. Any outstanding items that have been borrowed or loaned to the student, will be charged if they are not returned.

**Failure to provide adequate notice of withdrawal by the deadline dates stated below will result in the retention of the Security Deposit.**

## Withdrawal Notice (ELEMENTARY SCHOOL)

Notice for written withdrawal (via this form) is to be given by the parents or Legal Guardian (if permission has been given by parents by completing the Guardianship application) on or before the publicised date of notification for withdrawal, duly signed by the parents or Legal Guardian, and addressed to the Head of Admissions. Approval for withdrawal will only be confirmed when the written notice has been acknowledged by the Head of Admissions. No other member of staff apart from the Head of Admissions can accept a notification of withdrawal. Any outstanding items that have been borrowed or loaned to the student, will be charged if they are not returned.

**Failure to provide adequate notice of withdrawal by the deadline dates stated below will result in the liability to pay for the next cycle of fees.**

## DEADLINES

**28 February** if leaving in June and not returning back for July/August

**31 August** if leaving at the end of the academic year in December and not returning back for January

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Grade

Tutor Group

Name of Student

Overseas Contact Name *(applicable if leaving Singapore)*

Overseas Mailing Address

Contact Number

(H)

(HP)

(O)

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Last day in School

Date (dd/mm/yy)

Reasons for Withdrawing (Tick ✓ where applicable)

<input type="checkbox"/>	Relocation to another country	<input type="checkbox"/>	Transferring to another school: <b>Overseas   Local - Singapore</b> <i>(delete accordingly)</i>
<input type="checkbox"/>	Financial matters	Name of new school	
<input type="checkbox"/>	Family matters	Start Date	
<input type="checkbox"/>	Returning to Home Country - Intended departure date		
			<i>(dd/mm/yy)</i>
<input type="checkbox"/>	Others (please specify)		

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**Important information regarding Student Passes**

SJI International is required by law to complete an e-cancellation for students on a Student Pass through the Immigration Checkpoints Authority (ICA) within 7 working days after which ICA may grant the student remaining in Singapore with a social visit pass of between 1-3 months after their Student Pass is cancelled. The period of stay granted will be indicated in the Notification of Cancellation letter issued by ICA and this letter will be forwarded to the Parent(s)/Guardian.

**Cancellation of Student Pass**

Complete this section if student is holding a Student Pass. Please ensure that the reason for withdrawal is accurate as this information will be submitted to the ICA in line with their requirements.

I  would like to surrender my Student Pass for cancellation due to the following reason.  
*(Name of Student as on Student Pass)*

Please tick ✓ the appropriate box.

<input type="checkbox"/>	Leaving Singapore - Departing on	<input type="text"/>	to	<input type="text"/>
		<i>(Date of Departure)</i>		<i>(Destination)</i>
<input type="checkbox"/>	Others (please specify)	<input type="text"/>		

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*Name and Signature of Parent/Guardian\**

\*Parent/Guardian

1. I confirm that I am the Parent/Guardian of the student stated on this form and I have the authority to notify the school of my intend to withdraw them.
2. I understand that my child/ward will no longer be enrolled in SJI International according to the effective date of withdrawal stated on the form.

*Date*