

WITHDRAWAL FORM

Please adhere to the Terms & Conditions stated below for the efficient processing of your application for discontinuance/termination of studies with the school.

1. Please ensure that you have read the refund / withdrawal policy and procedures in the Student Contract.
2. Any outstanding fees owing to the school have to be cleared with the Cashier, else the school will withhold the issuance of any documentation requested.
3. For Student Pass Holder, please complete the Cancellation of Student Pass section on page 2.
4. For Dependent Pass Holder, the company (sponsor) will do the necessary cancellation of the Dependent Pass.
5. Please return the Nexus Student ID Card to Student Services. If this card has been lost or cannot be returned, an amount of S\$10.00 will be payable (applicable for Secondary School learners only).
6. Please ensure that all digital resources have been transferred to personal accounts or hardware before the last day of attendance. All School Accounts will be suspended on the day of leaving and access will be unavailable after that. If you need help transferring the resources please contact the IT helpdesk.
7. The completed Withdrawal Form must be signed and dated before it can be processed.

Learner's Full Name (as in passport): _____ Class: _____

Parent / Guardian's Email: _____ Contact Number: _____

Last Day in Nexus: _____ (dd/mm/yy)
The last day in Nexus has to be prior to the learner's pass expiry date

Do you require Letter of Enrolment
 School Transcript (applicable only for Year 7-13 learners) (tick accordingly)

Reasons for Withdrawing (Tick (✓) where applicable)

- Returning to home country: Country: _____ Intended Departure Date: _____
- Relocation to another country: Country: _____ Intended Departure Date: _____
- Transferring to another school: Name of new school: _____
Start Date: _____
- Family matters Financial matters Course is too difficult
- Others (please specify): _____

Refund Information (if applicable)

Please note that the processing time is within 7 working days from the receipt of the withdrawal form or the learner's last day in school (whichever is later). The School practices only Telegraphic Transfer (TT)/fund transfer payment. The refund will be made in Singapore Currency. Please fill in your bank details below. Bank charges (if any) related to TT will be borne by the Account Holder.

Account Holder / Name: _____ Account Number: _____

Bank: _____ Bank Code: _____ Branch Code: _____

ACKNOWLEDGEMENT

Name and Signature of Learner (above 18 years old) / Parent / Guardian

Date

For Student Pass Holders Only: please complete ALL fields below:

Cancellation of Student Pass

I, _____, would like to surrender my Student Pass for cancellation due to the following reason.
(Name of Learner)

Please tick (✓) the appropriate box.

Leaving Singapore: Departing on _____ to _____
(Date of Departure) (Place of Destination)

Others: Please specify reason _____

Passport No.: _____ Passport Expiry Date: _____ (dd/mm/yy)

FIN No.: _____ FIN Expiry Date: _____ (dd/mm/yy)

Please Note: Student Services will submit the cancellation of the Student Pass to ICA the day after the learner’s last day in school, as stated in Page 1. Once the pass is cancelled, ICA will issue a Social Visit Pass. ICA requires 3 to 4 working days to process it. Student Services will forward the social visit pass to the Learner/Parent(s)/Guardian. This document is required for Immigration clearance at the point of departure from Singapore. The Student Pass card then has to be surrendered to the school or to the ICA Officer at the airport immigration.. The pass holder should **not** leave Singapore until they have the Social Visit Pass. Should you be leaving Singapore less than 4 working days after your last Day in Nexus, please contact Student Services.

FOR OFFICIAL USE ONLY
Withdrawal Notice received on: _____ (Date)
Checklist <input type="checkbox"/> Form has been duly completed and signed by Learner (above 18 years old) / Parent / Guardian <input type="checkbox"/> Student Pass Cancellation section completed (applicable only for Student’s Pass holders) <input type="checkbox"/> Copy of latest Passport <input type="checkbox"/> System update on closure processed by: _____ Date: _____ <div style="text-align: center;">(Student Services Staff)</div>