

## WITHDRAWAL FORM

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

Parent / Guardian's Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Last Day in Nexus: \_\_\_\_\_ (dd/mm/yy)  
*This has to be prior to the learner's pass expiry date*

Documents required from school:  Letter of Enrolment  School Transcript (applicable only for Year 7-13 learners)

### Reasons for Withdrawing (Tick (✓) where applicable)

**A Leaving Singapore:**  Returning to home country  Relocation to another country

Country: \_\_\_\_\_ Intended Departure Date: \_\_\_\_\_

Reason for leaving (if you feel comfortable letting us know, please select as many as applicable):

Homesickness  Change of parents' employment  Loss of parents' employment

Financial matters  Family matters

Others (please specify): \_\_\_\_\_

**B Transferring to another school in Singapore:** Start Date: \_\_\_\_\_

Name of new school: \_\_\_\_\_

Reason for transfer (please select as many as applicable):

Not the preferred curriculum  Course is too difficult  Join sibling in another school

Parent is joining school as staff  Location  Financial matters  Family matters

Others (please specify): \_\_\_\_\_

### Please share with us a bit more about your choice to change schools

**C Others:** \_\_\_\_\_

**If you could change one thing about Nexus for future families, what would it be?**

### Terms & Conditions

Please adhere to the Terms & Conditions for the efficient processing of your application

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 ALL fields in the Cancellation of Student Pass section on page 2.
4. Please return the Nexus Student ID Card to Learner Services.
5. 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.
6. The Withdrawal Form must be fully completed, signed, dated and submitted to Learner Services before it can be processed.

### 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 Learner Services.

### ACKNOWLEDGEMENT

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

\_\_\_\_\_  
Date

### FOR OFFICIAL USE ONLY

Withdrawal Notice received on: \_\_\_\_\_ (Date)

- Checklist
- Form has been duly completed and signed by Learner (above 18 years old) / Parent / Guardian
  - Student Pass Cancellation section completed (applicable only for Student's Pass holders)
  - Copy of latest Passport
  - System update on closure processed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Learner Services Staff)