

## 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.

Year Group / Form	Academic Year			20____ / 20____
Name of Learner				
Pupil Code (Student ID Card)				
Email				
Overseas Contact Information (applicable if leaving Singapore)				
Overseas Mailing Address				
Contact Number	(H)	(HP)	(O)	

Last day in Nexus: _____ Date (dd/mm/yy)	
Do you require: <input type="checkbox"/> Letter of Enrolment <input type="checkbox"/> School Transcript (applicable only for Year 7-13 learners) (tick accordingly)	
Reasons for Withdrawing (Tick (✓) where applicable)	
<input type="checkbox"/> Course is too difficult	<input type="checkbox"/> Transferring to another school (Overseas / Local – Singapore) (delete accordingly)
<input type="checkbox"/> Relocation to another country	Name of new school: _____
<input type="checkbox"/> Financial matters	Start Date: _____ (dd/mm/yy)
<input type="checkbox"/> Family matters	<input type="checkbox"/> Others (please specify) _____
<input type="checkbox"/> Returning to Home Country – Intended departure date:	_____ (dd/mm/yy)

If a refund is 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:

### Important information regarding Student Passes

Student Services will lodge an e-cancellation for learners on a Student Pass through the Immigration Checkpoints Authority (ICA) online facility from the date they are removed from the school roll. The cancellation of the Student Pass will be completed within 3 working days after which ICA may grant the learner remaining in Singapore with a social visit pass 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 Learner/Parent(s)/Guardian by Student Services.

**Cancellation of Student Pass** (Complete this section if learner 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 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: \_\_\_\_\_

FIN No. \_\_\_\_\_ FIN Expiry Date: \_\_\_\_\_

### Feedback on Nexus International School (Singapore):

If appropriate, please specify two aspects of the school that you have been pleased with.

If appropriate, please specify two aspects of the school that you feel could be improved.

If you would like us to arrange a meeting with a representative of Primary or Secondary School to discuss your comments further, please tick the options below:

Yes – I would like to meet a representative from  Primary and/or  Secondary School  
 No

Name and Signature of * Learner / Parent / Guardian	Date
<p>* Learner (must be 18 years old and above) * Parent / Guardian</p> <p>1. I confirm that I am the Parent/Guardian of the learner stated on this form and I have the authority to notify the school of my intent to withdraw them.</p> <p>2. I understand that my child/ward will no longer be enrolled in Nexus International School (Singapore) according to the effective date of withdrawal stated on the form.</p>	