

Educare Global Academy Course Withdrawal Form

Please read the following instructions and notes carefully.

All requests for course withdrawal must be accompanied by the **completed** Course Withdrawal Form and supporting documents for submission to the Student Services department. No verbal requests by students will be accepted. Students under 18 years of age must seek parental/ guardian's approval prior to processing course withdrawal request.

- Company sponsored students must attach a written approval from their company.
- Any refund will be made in accordance with Educare Global Academy's refund policy, as indicated on the Student Contract and Student Handbook.
- Upon approval for Course Withdrawal request, international students will have their student pass cancelled as required by Immigration and Checkpoints Authority (ICA).
- International students will have to arrange for their flight home and inform Educare Global Academy of the booking details.
- Educare Global Academy will not be responsible for any students overstaying in Singapore once the request for course withdrawal has been approved.

Students will be notified of the course withdrawal outcome within 4 weeks since receipt of request.

Section A: Student's Particulars	
Full Name	Date of Birth
Nationality	NRIC/ Passport No.
Telephone No.	Email
Address	

Section B: Withdrawal Request	
Course to withdraw	
Intake to withdraw	
Reasons for withdrawal	

Section C: Refund request	
<input type="checkbox"/> By Cheque	Payable to: _____
<input type="checkbox"/> By Bank Transfer <i>(For international transfers, bank charges are to be bear by the student)</i>	Bank Details: _____ _____

Section D: Student Declaration

I have read and understood the relevant Educare Global Academy policies, and the request for course withdrawal.

If I am an international student, I understand that my Student Pass may be impacted, and it is my responsibility to seek advice from the relevant government department or my agent about the possible impacts to my Student Pass.

I declare that all the information provided is true and understand that refund is subject to Educare Global Academy's approval.

 Student's Signature,
 Date

 Parent/ Guardian's Signature,
 Date

Section E: For Internal Use only

Any refund fee involved?

- ☐ Yes, amount refunded: _____
☐ No

Student pass cancelled on _____ by _____
 (date) (name)

FPS cancelled on _____ by _____
 (date) (name)

Remarks:

This form has been reviewed and approved, based on the application, and supporting documents received.

Received by: _____

Date Received: _____

Processed by: _____

Date Received: _____

Approved by: _____

Date Received: _____