



SmartLab® Education Private School

Blk 228 Bishan Street 23 #B1-71 Singapore 570228 Tel: 64592981

Transfer/Withdrawal Form

Reference No.: _____

General Information

| | |
|---|--|
| Student's name: | |
| Course attended: | |
| Commencement date of course: | |
| Date informed of Transfer/Withdrawal: | |
| Reasons for Transfer/Withdrawal | |
| Signature of the Person Giving Notice _____ | |
| Relationship to the Student _____ | |
| Note: If the Student is 18 years old & below, parent/guardian consent must be sought. | |

| | |
|----------------------------------|--|
| Processing officer: | |
| Signature of processing officer: | |
| Processing date: | |

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Transfer

Approved () Disapproved ()

Disapproved:

Reason:

Student withdrawing transfer request and continue with the existing course (Yes/No)
* If no, proceed to Withdrawal section

Approved:

New Course:

Start Date for new course:

Outstanding amount/credit amount from existing course

Fees payable for new course

Additional fees payable (if any):

Receipt no (f applicable)

Signature of VP/P:

Processing date:

Withdrawal

Effective Date:

Outstanding amount payable (if any):

Amount to be refunded (if any):

Receipt no. (if applicable):

Refund Cheque no (if applicable):

Cheque addressed to (if applicable):

Date of cancellation of Student's Pass

Note: to attached student's written letter with signature

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| % of [the aggregate amount of the fees paid under Clause 1.11 and 1.12] | If Student's written notice of withdrawal is received |
|--|---|
| 75% | More than [14] days before the Commencement Date |
| 50% | Before, but not more than [14] days before the Commencement Date |
| 30% | After, but not more than [7] days after the Commencement Date |
| 15% | More than [7]* days after the Commencement Date, but not more than [14]* days after the Commencement Date |
| 0% | More than [14] days after the Commencement Date |