



WITHDRAWAL & REFUND FORM

Important Notes:

- 1) Students intending to withdraw from the course must complete the Withdrawal & Refund Form and submit it to the Administrator for consideration. The school will not entertain any request through telephone call.
- 2) Refund of fees shall be in accordance with the Refund Policy as set out in the Standard Student Contract.
- 3) Please read the Standard Student Contract before submitting this form

Student Particulars

Student Name: _____
 Course enrolled: _____
 Course Fee Paid: S\$ _____

I/D No: _____
 Commencement Date: _____
 Receipt / Invoice No : _____

Reason (s) for Withdrawal:

Student Signature: _____

Date: _____

For Office Use Only

Amount of fees to be refunded : S\$ _____
 Less Outstanding Fees (if any) : S\$ _____
 Amount of Fees Refunded : S\$ _____

Refunded by Cheque No : _____

Date: _____

Time Taken to refund the fees : _____

(No more than 14 days after receiving the notice of withdrawal)

Verified By : _____
(Name / Title)

Approved By: _____
(Name / Title)

Date : _____

Date : _____

Withdrawal / Refund Form Ver. 2/JE (Updated 28/02/10)

Acknowledgement of Amount Received

I, _____, I/D No _____

hereby acknowledge receipt of S\$ _____ as a refund of course fee from the school on _____
(Date)

I am fully aware that this is the full & final settlement and I will not have any further rights against the school after this settlement.

Student Signature : _____

Date: _____

Note : JE is Committed to maintaining the Confidentiality of Student's personal particulars and undertakes not to divulge the information to any third party unless required by law or other statutory regulations.

