

REGISTRAR

REF NO.: REG – CWF –

REV NO.: 002

*June's Beauty School*

贵夫人美容学校

COURSE WITHDRAWAL FORM**STUDENT'S PARTICULARS**

Course Title:

Full Name:

Student ID:

NRIC / FIN / Passport Number:

Local Contact No.:

International Contact No.:

Local Address:

International Address:

Email:

COURSE DETAILS

Name of Course:

Date of Course Commencement:

Date of School Transfer / Withdrawal:

Student's Last Day In Course:

REASON FOR SCHOOL TRANSFER / WITHDRAWAL



DECLARATION

I declare that the information provided is true and accurate to the best of my knowledge and I have not wilfully suppressed any information.

Signature

Date

Privacy

I understand that information contained on this form is collected for administrative purposes and that some information may be released for administrative purposes on a case by case basis.

Personal information will not be released or passed on to any other external bodies without authorization.



To be completed by the Management of June's Beauty School.

EXIT CHECKLIST (TO BE FILLED IN BY VARIOUS DEPARTMENTS)	
Registrar's Office: <input type="checkbox"/> Official letter from parents for withdrawal <input type="checkbox"/> Student pass cancellation form duly filled and endorsed (international students) <input type="checkbox"/> Photocopy of plane ticket (if applicable) <input type="checkbox"/> Others, please specify: _____	Received By Name: _____ Date: _____
Accounts Department: <input type="checkbox"/> Premature withdrawal form <input type="checkbox"/> Authorization letter for banker's guarantee (if applicable) <input type="checkbox"/> Others, please specify: _____	Received By Name: _____ Date: _____
Academic Department: <input type="checkbox"/> Instructors informed <input type="checkbox"/> Books / Materials returned (if applicable) <input type="checkbox"/> Others, please specify: _____	Received By Name: _____ Date: _____
Operations Department: <input type="checkbox"/> Keys Returned (Specify location(s): _____) <input type="checkbox"/> Others, please specify: _____	Received By Name: _____ Date: _____



June's Beauty School

貴夫人美容學校

TO BE COMPLETED BY REGISTRAR'S OFFICE

- Administrative Withdrawal Procedure Completed
- Supporting documents attached

Signature

Date

APPROVED

NOT APPROVED

APPROVED BY PRINCIPAL

Name:

Date:

June's Beauty School

12 Prince Edward Road #06-01 Bestway Building Podium A Singapore 079212

Tel: (65) 6337 3307 Fax: (65) 6338 8348 Email: junesbsch@singnet.com.sg Website: www.juneliew.com.sg

UEN: 200604452H

Registration Period: 20 January 2012 to 19 January 2016