STUDENT WITHDRAWAL / REFUND ADVICE FORM

ACS (International)
A Methodist Institution

STUDENT PARTICULARS

Name of Student	Former Class & House	Contact No.
Email Address	Last Date of School Attendance	
Date of Withdrawal Notice	Reason for Withdrawal	

REFUND INFORMATION

- There is **NO REFUND** for early withdrawal for IB students in Years 5 or 6.
- The school must be notified of withdrawal in writing for refund to be processed.
- The deposit is only refunded if a 3-month notice (from date of writing to departure) is served in writing. NO refund is applicable if no notice is given.
- Students without notice of withdrawal will be deemed to be progressing to the next academic year, and shall pay course fees according to the terms of the Student Contract and/or official invoice.
- Places will be reserved only upon receipt of course fees within the stipulated deadline.
- The deposit, less deductions, will be processed after the student's last day at school.
- Transcripts and Testimonials are not prepared if the above requirements are not fulfilled.
- All refunds are net of any outstanding administrative costs. (e.g. end of year school camps, examination fees, and any losses or breakages of school property)

Kindly furnish only **ONE** of the options on the form

(Processing of the Refund will take approximate 4-6 weeks from the date we receive the advice form)

	Quick Cheque Deposit / Mailing - Only for cheque clearance in Singapore **(only the following LOCAL BANKS - DBS, POSB, OCBC, UOB, Citibank, SCB & HSBC)**		
A	Name of Payee	Relationship to Student	
	Name of Bank	Account No.	Payee's Contact Number
	Payee's Address	Payee's Email Address	

	Telegraphic Transfer (Only for Overseas Remittance)		
B	Beneficiary Name	Relationship to Student	
	Address	Country	
	Name of Bank	Bank Account Number	Bank Address
	IBAN No.	Country	Swift Code

AUTHORISATION BY PARENT

Name of Parent	Contact No.	Email Address
Signature		Date

FOR OFFICIAL USE

Received By	Date

Please return form by emailing to financedept@acsinternational.edu.sg
By Post: 61, Jalan Hitam Manis, Singapore 278475. Attention : Finance Department