

Withdrawal Form

A) Terms & Conditions

1. Please note that the effective date of withdrawal is the date when the withdrawal form is submitted to Aspen Learning Centre. This can also be done by fax or email (scanned copy).
2. The withdrawal form should be submitted to Aspen Learning Centre by the 15th of the calendar month.
3. 4 credits of the initial payment will be utilized as payment for the course fees during the withdrawal month. The student will stop attending lessons once all the credits have been used up.
4. No refund will be entertained.
5. Upon withdrawal, all make-up lessons and school holiday lesson credits will be forfeited. No refund or make-up arrangements will be entertained.
6. For any special arrangements agreed upon mutually by relevant parties & Aspen that involves any refund, Aspen reserves the right to impose an administrative charge of SGD 25.00

B) Particulars

Name of student	:				
NRIC	:				
Class withdrawing from	Branch:	Day:	Time:	Level:	Subject:
Do you wish to attend the last 2 lessons?	Yes / No (Please circle accordingly)				

C) Withdrawal Request

Reasons for withdrawal (please tick):

- Classes clashes with school's extra-curricular activities / remedial lessons.
- The tutor was inefficient in explaining the subject.
- The teaching method is not suitable.
- The teaching materials provided is not effective.
- The distance between home / school and centre is too far.
- Unable to financially support child's participation in the programme.
- Others (please specify):

D) Acknowledgement

I acknowledge that I understand the Terms & Conditions stated in **Section A** above and the information provided in the Withdrawal Form is accurate.

Name & Signature of Parent/Guardian

Date

E) For Official Use

Date Received: _____

Name of staff: _____

Last lesson on: _____

- Update Attendance.xls (type "withdrawing, last lesson on ____" beside student name)
- Update hardcopy of the attendance form (draw a line after last lesson date)

Please make sure the above are done before the form is kept.

Checklist:

To be done by Withdrawal Officer/Supervisor

- Go to the system immediately & forfeit all credits due to absenteeism
- Refund the deposit. Make payment using the 4 advance credits. Print out receipt to be filed with Withdrawal form.
- Update Attendance.xls (type "advance credits updated. Remove record after <date>") & update Timetable.xls (if class was full previously)

Date completed: _____ (DD/MM/YY)

Remarks: _____

Staff Name: _____

Initial: _____