

WITHDRAWAL PROCEDURE

Operation Manual

4.4.2

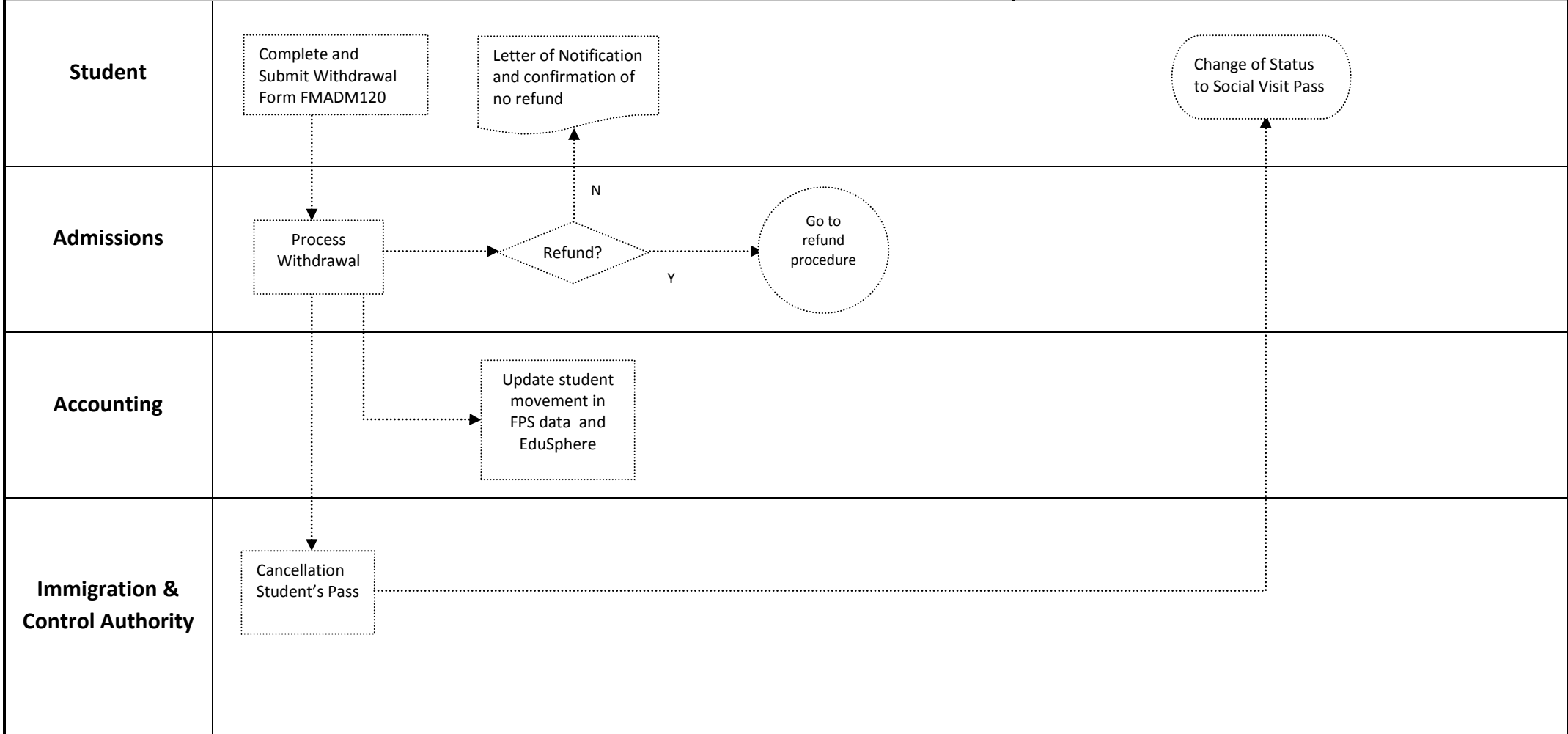
Category

Student Protection and Support Services

Effective Date

10/10/2011

14 Working Days



Description:

1. Students will submit Form FMADM130 Withdrawal Form to Admissions Office.
2. If student is below 18 years of age, the parent's or guardian's signature is required either on the form or via a signed letter.
3. If the student is withdrawing from a subject, the subject will be removed from the school attendance record and database and school timetables.
4. If the student is withdrawing from a course, the student's name will be removed from the attendance records and timetables. The school, FPS and EduSphere databases will be updated accordingly.
5. The whole process will be within 14 working days.
6. Admissions will validate if the student is eligible for any refund of course fees. Please refer to Refund Procedures.
7. Admissions will cancel the Student's Pass accordingly.
8. The student will be notified by letter within 7 working days.
9. The Withdrawal Form will be stored in the Student's file and a copy will be stored Transfer/Withdrawal file.

Responsibilities	
Operation Owner	Director of Admissions
Review Frequency	Annual review

Endorsement by Management Team:

Revision	Endorsement Date	Remark
Ver 1	26/02/2011	Initial version
Ver 2	20/09/2010	Incorporated CPE updates
Ver 3	14/09/2011	Split procedures and update flowcharts.