



**INSWORLD  
INSTITUTE**

GLOBAL ACADEMIC EXCELLENCE

## Withdrawal of Course

**Instructions:** Your withdrawal request will only be processed after all applicable sections are duly completed. If you are under 18 years old, the school will seek your parent's/guardian's approval prior to processing your request.

**Refund Policy:** Please refer to the School Refund Policy and Procedures (website [www.insworld.edu.sg](http://www.insworld.edu.sg)). If you are eligible for any refund of fees, the school will email you a HSBC Request for Refund Letter within 7-working days from the date we receive this fully completed application form. It is your responsibility to complete and return the form to HSBC bank as the bank will refund the fees to you within 7-working days upon receipt of the Request for Refund Letter.

**For International Students:** Please be informed that the School will cancel your Student's Pass within 7-working days upon receipt of your application for withdrawal.

### Section A: Applicant's Particulars

Name of Applicant(as in NRIC/Passport):

### Section B: Current Course Information

Name of the course: \_\_\_\_\_

Commencement Date of the course:

Student Contract No:

### Section C: Reason for Withdrawal

Dissatisfaction with the school

Please comment: \_\_\_\_\_

\_\_\_\_\_

Unable to cope with the course

Please comment: \_\_\_\_\_

\_\_\_\_\_

Transfer to another School

Name of School: \_\_\_\_\_

Country: \_\_\_\_\_

<b>Section F: Declaration by the student</b>	
I declare that the information given is true and accurate to the best of my knowledge. I am fully aware of the school's Refund Policy.	
Signature of Student	Date:
Name and Signature of Parent/Guardian (if student is below 18 years of age)	Date:

<b>For Official Use only</b>	
<b>Admissions Department</b>	
Name and signature of approving officer Date:	<input type="checkbox"/> Completed Withdrawal Procedure <input type="checkbox"/> Cancellation of Student's Pass on _____ <input type="checkbox"/> Eligible for Refund <input type="checkbox"/> Not Eligible for any Refund
<b>Accounts Department</b>	
<input type="checkbox"/> No Refund according to Student Contract <input type="checkbox"/> Amount to be refunded (if any) _____ <input type="checkbox"/> HSBC Request for Refund Letter issued to Student on _____  <b>Mode of refund:</b> <input type="checkbox"/> Insworld Cheque No _____ <input type="checkbox"/> HSBC EduSphere	<input type="checkbox"/> HSBC EduSphere Update _____  <input type="checkbox"/> FPS Data File Update _____
Name & Signature:	Date:

NB: All information provided is treated with strictest confidential and is meant for internal use only.