



WITHDRAWAL APPLICATION FORM

Student's Particulars							
Name of Student:							
Student ID:		Year Group:					
Parent's Contact No.:							
Date of Leaving:		Parent's Email Address:					
Reason of Leaving: <i>Please (✓) One Below</i>							
Changing schools in Penang		Relocation within Malaysia		Relocation outside of Malaysia		Discontinue study	
New School Name: <i>Please State</i>							
Details of Refundable Security Deposit / Meal Credit / Locker Key Deposit * Students who are leaving will entitle the refund of security deposit if written notice is given one(1) academic term before the withdrawal date, which latest by 7th day from the commencement of School term. * The school can only proceed all refunds after clearance made on the last day of schooling. Clearance is referring to returning the library books, student ID card and locker key to the Admissions department. * A penalty of RM50 will be chargeable if the student lost the student ID card and the RM50 locker deposit will be forfeited if the student lost the locker key. Students will be billed for lost books and other resources borrowed from the Library. * Refund will be made within a month after the clearance of items OR last date of the term (whichever apply later) * Please indicate whom we shall issue the cheque to and the bank-in details if applicable.							
Account Holder Name:							
Relationship to Student:		Account Holder's IC/ Passport No./ Biz Reg. No.:					
Name of Bank:							
Account Number:		IBAN Code/ Swift Code: (For foreign' s account only)					
Items	Returning To	Items Returned (Please tick)	Admission's Signature	Date			
Library Books	Library						
Student ID Card	Admission Office						
Locker Key	Admission Office						
I/We being the parent (s) / guardian (s) of _____ have read and fully understood this withdrawal policy stated in the Admission Agreement of Straits International School.							
Signature of Parent(s) / Guardian (s)							
Name:							
Date:							

Non Mifi, Non Tibi, Sed Nobis



Date of Submitted Withdrawal Notice:		
Date of Leaving:		
Security Deposit Refundable:	Yes	No
Lost Student ID Card:	Yes – To deduct RM50	No
Lost Library Books (Check by Finance):	Yes – To deduct RM___	No
Locker Deposit Refundable (Check by Finance):	Yes	No
Additional Remarks During Approval		
Approved By:		
Name: Karlie Walsh Designation: Principal Date:	Name: Leow Saw Imm Designation: General Manager Date:	
Checked By:		
Name: Loh Chee Khat Designation: Admissions Manager Date:		

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