



(Reg No: 200923609C)

# EASTWEST ACADEMY PTE. LTD.

(Registered with the Committee for Private Education is part of SkillsFuture Singapore)

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## TRANSFER / WITHDRAWAL REQUEST FORM

Semester : \_\_\_\_\_ Date: \_\_\_\_\_

Name of student : \_\_\_\_\_

Student ID : \_\_\_\_\_ NRIC / Fin No: \_\_\_\_\_

Current Course : \_\_\_\_\_ Current Course Level: \_\_\_\_\_

E-mail : \_\_\_\_\_ Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Transfer of Course or withdrawal from course. Our refund policy will apply.**

I understand that by withdrawing, and transferring course, that I am still responsible for any monies owed to the Eastwest Academy Pte. Ltd. and that the school is entitled to recover the said sum it is entitled to from me. The School will not be responsible for any rejection by ICA and the student is not entitled to any refund of all monies paid.

Withdrawal

Transfer of course within Eastwest Academy

Transfer to \_\_\_\_\_

(Name of course)

**Reason for Transfer/Withdrawal:**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**FOR OFFICIAL USE**

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Verified by:**

**Approved / Rejected by:**

\_\_\_\_\_  
Signature of School Manager

\_\_\_\_\_  
Signature of Principal