

Ref No. : C4-F02
Rev No. : Rev 02
Issue Date : 21 April 2014
Effective Date : 25 February 2015

Section 1: Student's Particulars

Name : _____
Student ID/Fin No. : _____
Course Enrolled : _____

Declaration

I hereby confirm my intention to withdraw from the course stated above. I understand and agree that any refunds will be subject to Kingston's refund policy.

Student's Signature

Date

Section 2: Withdrawal Details

Reasons for Withdraw (Through Interview Session)

Section 3: Interviewer's Details

Name : _____ Designation : _____
Date : _____ Signature : _____

Section 4: For Official Use Only

Receipt of Parent's Consent (For students who are below 18 years old)

Please ensure an accompanying parent's consent letter was provided with the application if student is below 18 years old.

Name : _____ Designation : _____
Date : _____ Signature : _____

Section 5: Refund (If any)

For Finance Department

*All refunds must be based on terms as stated in the student contract.

Section 6: Management Approval

Withdrawal Request is : Approved Rejected

Approver's Name : _____

Date : _____ **Signature** : _____