

East Asia Institute of Management

CPE Registration No: 200101029C (20-05-2014 to 19-05-2018)

POST-ENROLMENT WITHDRAWAL FORM

GENERAL INFORMATION			
Name	:	Gender	: Male / Female
NRIC/Passport	:	Contact (Tel/Hp No.)	:
EASB Student ID	:	Email Address	:
Current Course	:	Student Pass Expiry	:

REASONS FOR DROP-OUT WITHDRAWAL	
Category	More Details
<input type="checkbox"/> Quality of Program / Teaching	:
<input type="checkbox"/> Personal / Family Issues	:
<input type="checkbox"/> Financial Constraints	:
<input type="checkbox"/> Work Commitment	:
<input type="checkbox"/> Transfer to Other School	:
a. Transferring to	:
b. Reason for Transfer	:
<input type="checkbox"/> Others, Please Specify	:

Declaration by Student:

学生申明

Khai bao boi sinh vien

I, _____ ID No. _____, a student, hereby give notice to withdraw from my studies at East Asia Institute of Management. I hereby surrender my student pass (FIN No. _____) to the school for the purpose of forwarding it to ICA for cancellation.

I have been fully informed and acknowledge that in accordance to the school's Letter of Offer, there will be no refund of fees. Unless specified otherwise in the original Letter of Offer.

我, _____ 护照号码 _____, 学生, 在此正式通知本人从新加坡东亚管理学院退学。我愿将我的学生准证(准证号码 _____) 交还给学校, 以便呈给移民厅注销学生准证。

我同意遵从入学通知书中的无任何退款的条款规定, 除非在原入学通知书中特别注明。

Toi, _____ so passport _____, ia sinh vien, hien nay toi chinh thuc thong bao den nha truong ve viec thoi hoc tu Hoc Vien Thuong Mai Dong A. Toi chap nhan giao student pass (so FIN _____) cho nha truong nam dua len ICA lam thu tuc huy student pass.

Toi da duoc thong bao ro rang va hieu rang, dua vao thu nhap hoc cua nha truong cap cho toi ngay toi se khong duoc hoan lai mot khoan tien nao. Tru nhung truong hop duoc de cap trong ban goc cua thu nhap hoc.

Declaration by student:

Signature : _____
Name : _____
ID No. : _____
FIN No. : _____
Date : _____

Witnessed by:

Signature : _____
Name : _____
ID No. : _____
Date : _____

East Asia Institute of Management is committed to maintaining the security and confidentiality of student's personal information and data, and undertakes not to divulge any such information to any unauthorized third party.

Students' particulars are available solely for internal use and for completing regulatory submission requirements.

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- FOR OFFICIAL USE ONLY -

PART 1 - APPROVAL PROCESS			
Academic Department			
Name:	_____	Signature:	_____
Date of Interview:	_____		
Comments:	_____ _____		
Student Service Centre			
Name:	_____	Signature:	_____
Date of Interview:	_____		
Comments:	_____ _____		
PART 2 - FEE			
Finance Department			
Course 1:	SOC Date:	Fees Paid:	Fees O/S:
_____	_____	_____	_____
Course 2:	SOC Date:	Fees Paid:	Fees O/S:
_____	_____	_____	_____
Course 3:	SOC Date:	Fees Paid:	Fees O/S:
_____	_____	_____	_____
Amount to be Refunded if Any:	_____		
Verified by Accountant:	_____	Date:	_____
PART 3 - STUDENT PASS CANCELLATION			
Registrar's Office			
Type: [] Cancellation [] Transfer	Date of Cancellation: _____		
Items Provided:	[] Student Pass / Visa	[] Passport	
Records updated by:	_____	Date:	_____