



APPLICATION TO WITHDRAW

Notes:

- * Completed the Application to Withdraw Form
- * Obtain all required signatures in the order indicated.
- * Forms received by OTE after the final date to withdraw for the next term has passed (one month before the new term starts) will not be processed.
- * Refunds of deposit require up to 1 business week for processing if any.

Received By Date

Part 1. STUDENT

OTE Student ID : _____

Program Name : _____

First Name (s): _____

Name in Chinese: _____

Last Name : _____

Address in Singapore :

Current Term: _____

Term for withdrawal: _____

Reason for withdrawal: (pls. tick one or more as below or write the other reasons if any)

- 1) Too far () 2) Time conflict () 3) Programme not satisfied () 4) Teacher not satisfied ()
 5) Overall service to be improved () 6) Crouse fee too high ()

Other reasons: Pls. indicated

Signature of Parents: _____

Date: _____

Part 2. OFFICE USE ONLY (To be completed by the OTE Staff)

Processed By: _____

Date: _____

Remark:
