



\*\* This form is only applicable to student who applies for course withdrawal pre-maturely. "Notification for course withdrawal application" will be issued to student within 4 weeks from the date of application.

本申请表仅适用于课程尚未结束即申请退学的学生。学院将在学生递交退学申请之日起的4周内评估学生的退学申请，发给学生《学生退学申请批复信》。

<b>SECTION A: STUDENT AND COURSE INFORMATION 学生和课程信息</b>		
Name of Student 学生姓名:	Fin No 学生准证号码:	
Course Name 课程名称:	Course Commencement Date 开课日期:	
<p>I hereby acknowledge that I have applied to withdraw from the above-mentioned course. I am aware that my current contract will be terminated once I sign the withdrawal form. A copy of "Notice of Cancellation of Agreement" was signed and attached. 谨此确认，本人申请结束以上所提及课程，要求退学。本人知悉并明了，一旦签署此退学申请表格，本人现有课程的合约将自行终止。本人已签署《撤销合约通知》，并随本申请一并附上。</p> <p>I declare that the information given is true and accurate to the best of my knowledge. I am fully aware of the school's current refund policies. 谨此宣誓，本人呈交给博偉国际教育学院的信息是正确和真实的。本人完全清楚学院的退款政策。</p>		
Signature of Student 学生签名	Date 日期	
<b>SECTION B: APPLICABLE TO STUDENT UNDER THE AGE OF 18 ONLY 仅供年龄小于18周岁的学生申请之用</b>		
Parent's /Guardian's consent or a signed letter from parent is needed in case of withdraw course for Student Below The Age Of 18. 年龄小于18周岁的学生如要申请退学，须父母/监护人签名或持有父母的同意信。		
Signature of Parent's / Guardian's / Signed Letter from Parent 父母/监护人签名/父母的同意信	Date 日期	
<b>OFFICE USE ONLY 仅供院方填写</b>		
<b>CUSTOMER SERVICE DEPARTMENT RECOMMENDATION 课程咨询部推荐</b>		
Recommendation 推荐 <input type="checkbox"/> Yes 同意推荐 <input type="checkbox"/> No 不同意推荐	If no, please specify reason 如不同意推荐，请说明理由:	
Refund 退款 <input type="checkbox"/> Yes, please complete refund request form 有，请填写退款申请表格 <input type="checkbox"/> No 无		
<b>REASONS FOR WITHDRAWAL 退学理由</b>		
<input type="checkbox"/> Employment 工作	<input type="checkbox"/> Transfer to Other PEI 转入其他私校	
<input type="checkbox"/> Entry to Singapore Government School 进入本地政府学校	<input type="checkbox"/> Back to Country of Origin 回国	
<input type="checkbox"/> Further Study 继续深造	<input type="checkbox"/> Opt Out Industrial Attachment (Optional) 选择不参加实习	
Name of CS Staff 课程咨询顾问姓名	Signature of CS Staff 课程咨询顾问签名	Date 日期
<b>CEO / PRINCIPAL'S APPROVAL 总裁/校长批复</b>		
Withdrawal Application 退学批复 <input type="checkbox"/> Approved 批准 <input type="checkbox"/> Rejected 拒批	Reason for Rejection 拒批原因:	
Signature of CEO / Principal 总裁/校长签名	Date 日期	
<b>ACKNOWLEDGEMENT BY CUSTOMER SUPPORT SERVICE DEPARTMENT 学生事务部确认</b>		
Name of CSS Staff 学生事务顾问姓名	Signature of CSS Staff 学生事务顾问签名	Date 日期
<b>ACKNOWLEDGEMENT BY CUSTOMER SERVICE DEPARTMENT 课程咨询部确认</b>		
<input type="checkbox"/> Prepared and issued "notification of withdrawal application" to student. 已准备并已把《学生退学申请批复信》发给学生。		
Name of CS Staff 课程咨询顾问姓名	Signature of CS Staff 课程咨询顾问签名	Date 日期

Encl. Notice of Cancellation of Agreement / Student Retention Record / Notification for Course Withdrawal Application  
随信附上：《撤销合约通知》、《劝留记录》和《学生退学申请批复信》