

STUDENT WITHDRAWAL FORM



The duly completed form is to be reviewed by Office of Finance **before** submitting it to Registrar's Office, either by hand or by registered mail. If by registered mail, then please send the form to Office of Finance and enclose the SMU Student Card. Policy on the refund of tuition fees can be found in OASIS. For enquiries on fees, please email finance@smu.edu.sg. For enquiries on withdrawal, please email registrar@smu.edu.sg.

Name (as in Student Card): _____

Student Identification Number: _____ Month / Year Admitted : _____

Programme Enrolled: _____

Contact Numbers: _____ (mobile / home number)

Are you currently receiving any SMU scholarships / bursaries? Please tick ☒ accordingly

☐ No ☐ Yes (please provide details : _____)

Part A – To: Office of Finance (Admin Building, Level 12)

Declaration of outstanding fees / loans by students:

Do you have any outstanding fees / loans? Please tick ☒ accordingly

☐ No ☐ Yes (please provide details: Amount of Outstanding Fees : _____)

Amount of Outstanding Loans : _____)

Signature of Student

Date

<u>To be completed by Office of Finance</u>	<u>Date Received by Office of Finance</u>
Remarks : _____	
Name, Signature & Date : _____	

Part B – To : The Registrar (Admin Building, Level 8)

By completing and signing this withdrawal form, I elect to withdraw from the University with effect from _____ (date). Note: The earliest effective date of an immediate withdrawal will be the date which the Office of Finance receives the duly completed withdrawal form.

Reason for withdrawal: Please tick ☒ accordingly

☐ Medical ☐ Financial ☐ Family Related ☐ Personal

☐ Change Institute (please indicate University and Programme: _____)

☐ Others (please specify: _____)

I understand that upon withdrawal from the University, I will no longer be entitled to the privileges accorded to me by the University. Therefore, I am required to :

1. settle all liabilities with SMU and return all items that are classified as SMU's property to the respective offices
2. return the SMU Student Card to the Registrar's Office
3. settle all library loans / fines
4. remove all software provided by SMU in my notebook
5. return the tertiary student EZ-link Card to TransitLink
6. return the Student Pass (green card) to the Immigration and Checkpoint Authority within 7 days from the effective withdrawal date (applicable to foreign student only)

Signature of Student

Date

<u>To be completed by Registrar's Office</u>	<u>Date Received by Registrar's Office</u>
Remarks : _____	
Name, Signature & Date : _____	