

STUDENT WITHDRAWAL FORM



The duly completed form is to be reviewed by Student Services Hub (on behalf of Office of Finance), either by hand or by registered mail. If by registered mail, then please enclose the SMU Student Card. Policy on the refund of tuition fees can be found in OASIS. For enquiries on fees, please email studentservices@smu.edu.sg. For enquires on withdrawal, please email registrar@smu.edu.sg.

Name (as in Student Card): _____

Student Identification Number: _____ Contact Numbers: _____ (mobile /home number)

Programme Enrolled: _____ Month / Year Admitted: _____

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

No Yes (please provide details: _____)

Part A – To: Student Services Hub (Concourse) / Office of Finance (Admin Building, Level 12)

Declaration of outstanding fees / loans by students:

Do you have any outstanding loans? No Yes Amount of Outstanding: _____

(Please attach statement for loans. If you do not have your loans statement, please write to Student Loans at studentloans@smu.edu.sg)
Statement of loans must be within 7 days from submission of Student Withdrawal Form

Do you have any outstanding fees? No Yes Amount of Outstanding: _____

Important Note: The University reserves the right to take all actions it considers appropriate for the recovery of this outstanding amount.

Signature of Student

Date

To be completed by Student Services Hub (on behalf of Office of Finance)	Date Received by Student Services Hub (on behalf of Office of Finance)
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 **Student Services Hub** 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 outstanding fees and loans with SMU
2. return all items that are classified as SMU's property to the respective office
3. return the SMU Student Card to the Registrar's Office
4. settle all library loans
5. remove all software provided by SMU in my notebook
6. return the tertiary student EZ-link Card to TransitLink
7. 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

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

Last Updated: December 2017

Once the withdrawal has been processed, the Registrar's Office will send an official withdrawal letter to the mailing address as registered in OASIS.