



NEW TOWN PRIMARY SCHOOL

300 Tanglin Halt Road Singapore 148812

Tel: 6474 8805 Fax: 6474 1249 Email: ntps@moe.edu.sg

Parent's Request for Withdrawal from School

Section A

(Please return this form to the school at least 2 weeks in advance)

Student Particulars	
Name of Student	:
Class	:
BC / FIN no	:
Identification Type	:
Nationality	:
Requestor Particulars	
Name	:
Relation	:
UIN/FIN No	:
Residential Address	:
Contact No	:
Email Address	:

Last day of School	:	Last Day in Singapore	:
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Reason for Termination – You may tick 1 or more reasons whichever is/are applicable	
Emigrated	Country:
Return to Homeland/Left Singapore	Country:
Joined Foreign System School	Name of School:
Joined Special Education School	Name of School:
Studying Overseas	Country: Name Of School & Address (Overseas):
Parent Posted Overseas	Country:
Other Medical Reasons (please specify):	
Other Reasons (please specify):	

Name of Parent/Guardian

Signature

Date

Section B (For Official Use Only)

To: Form Teacher of Class P ____ / ____ Please note that the above mentioned pupil is terminated from your class with effect from ____ / ____ / ____	School Cockpit Update By _____ Date _____
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Checklist for School Leaver	
	Withdrawal Letter from Parent/Guardian
	Letter of Acceptance / Letter of Admission of New School
	Termination of Interbank Giro Form (Parent to request respective bank to terminate Giro Account for school fees payment)
	School Fees (if any outstanding fees)
	Pupil to return outstanding story books (if any) to school library

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Section C (For Official Use Only)

Parent to endorse upon collection of all items

Things to return to Parent/Guardian before transfer/termination:	
Parent Name & Signature / Date	Things
	School Books / Pupil Belongings (If any)
	Report Book & CIA Orange Book
	Leaving Certificate (for Withdrawal Case only)
	Student Pass Cancellation Letter to ICA (only applicable for Student Pass Holder)

Withdrawal Letter

Attention to:

Ms Hannah Chia
New Town Primary School
300 Tanglin Halt Road
Singapore 148812

Dear Ms Hannah Chia,

I, _____ (Name) of
_____ (NRIC/Fin No) parent/guardian of
_____ (Student name) of _____ (BC/UID No) from
class _____ would like to withdraw my child/guardian from New Town Primary
School with effect from _____ (date).

Please indicate your reason(s) below:

Name of parent/guardian: _____

Signature of parent/guardian: _____

Date: _____