

## **QUIT FORM**

## **INSTRUCTION**

STEP 1: Fill out the form.

STEP 2: Meet the following personnel:

1) Head of Marketing, 2) Counselor, 3) Head of School, 4) Head of Academic, and 5) Finance Dept.

STEP 3: Submit the completed and signed form to Admin Dept.

## NOTE:

A LETTER OF CONSENT FROM PARENTS / GUARDIAN IS REQUIRED FOR STUDENT UNDER 21 YEARS OLD. INCOMPLETE FORM WILL NOT BE PROCESSED.

STUDENT DETAILS							
NAME				PROGRAM			
NRIC / PASSPORT NO.				INTAKE			
STUDENT ID				CONTACT NO.			
		REASON OF	QUITTING				
Please state your reason o	f quitting here.						
			-				
SIGN	ATURE			DA	ATE		

## FOR OFFICIAL USE ONLY

PERSONNEL / DEPARTMENT	SIGNATURE	DATE	REMARKS
HEAD OF MARKETING			
COUNSELOR			
COUNSELON			
HEAD OF SCHOOL			
HEAD OF ACADEMIC			
FINANCE			
ADMINISTRATION:			ACKNOWLEDGE & FILE
ADMINISTRATION			ACKNOWLEDGE & FILE