

**ST FRANCIS METHODIST SCHOOL
STUDENT RELEASE FORM**

Section I (To be completed by Student)

Name: _____ Date of Leaving: _____ Class: _____

Singapore Address: _____

Home Country Address: _____

NRIC/Passport No: _____ Singapore Contact No: _____ Home Country Contact No: _____

Email Address: _____

Reason for Leaving: _____
(You must attach supporting letter from Parent/Guardian stating reason for leaving)

Name of new school you are transferring to (if applicable): _____

Signature of Student: _____ Name & Signature of Parent/Guardian: _____

Section II (Note: Please see all persons below to get clearance)

Name	Item	Status	Remarks	Signature	Date
Ms Kristin (Library)	Library books/ Fine	Cleared/Not Cleared			
Mr Ong	Locker	Cleared/Not Cleared			
Ms Eileen Lim (Corporate Office)	Academic Counselling	Cleared/Not Cleared			
Ms Pei Lee (Corporate Office)	School fees	Cleared/Not Cleared			

Section III (To be filled by Academic Staff)

Care Teacher: _____ Signature: _____

Senior Assistant: _____ Signature: _____

Section IV (For Office Use)

Date joined: _____

Fee Refund: No Yes if yes, Amt S\$ _____ Approved by _____

Outstanding Fee: No Yes Waived if yes, Amt S\$ _____ if waived _____
Approved by _____

Remarks: _____ Date: _____

Follow-up Action

- Cancel NS Deferment: NA Yes _____
- Cancel Student Pass NA Yes _____
- Update SMS NA Yes _____

Note: School fees are payable for the whole year in advance. Students who leave school on their own accord (other than rejection of Student's Pass or failure to get Deferment of National Service) are required to settle the full year fees before a release can be granted.