ST FRANCIS METHODIST SCHOOL STUDENT RELEASE FORM

Section I (To be completed by Student)						
Name:	ame: 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 <u>must</u> 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						
1. Cancel NS Deferment: NA Yes						
2. Cancel Stude	nt Pass NA	Yes				
3. 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.

SS/SRF/2003/10082004

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