



Request for Withdrawal of Paper(s) (For Preparatory Course for ACCA Only)

Name of student	
Student number	
Contact number	
Paper(s) to withdraw from	
Paper(s) to continue with	
Reason for withdrawal	

Notes:

- 1 This withdrawal does not constitute the student to be withdrawn from the school as defined in the Withdrawal Policy. The Withdrawal Policy does not apply to the withdrawal in this instance.
- 2 Withdrawal of paper(s) means the student will no longer be taking the paper(s) and may be eligible for refund, if any, in which case the refund policy will apply.
- 3 This withdrawal is only applicable where student is also enrolled for other paper(s), and only wish to withdraw from certain paper(s) and not all the papers the Student signed up for in the Student Contract and as indicated in the Application Form.
- 4 The Student Contract between the Student and LSBF will remain valid for the purpose of Withdrawal in this instance, withstanding changes made to the amount of fees in Schedule 2.1 of the Student Contract are to be acknowledged and signed by both the student and the staff from LSBF.

Request for Refund (if applicable)

Please complete the section below for refund request.

Type of refund	Withdrawal for cause / Withdrawal without cause		
Amount available for refund according to the refund policy*			
Less : third party charges (if any)			
Less : administrative charges (if any)			
Net amount to be refunded		Changes in fee amount to be protected in Schedule 2.1 of Student Contract	

**Please refer to the Refund Policy for the calculation of the refundable fee*



Refund will be made via bank transfer under normal circumstances. Please provide your bank details as below.

Account Holder's Name :	
Bank Name :	
Account Number :	
Bank Code :	
Branch Code :	

Refund will be made in no more than seven (7) working days from the date of request for refund which is taken as the date when this form is completed.

Student's undertaking:

I acknowledge the above amount will be refundable to myself upon approval of the refundable fees, which will be processed within seven (7) working days upon completion of this form.

SIGNED by the Student

SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)

Signature and date:

Signature and date:

Name of Parent or Legal Guardian:

NRIC / Passport No:

FOR OFFICIAL USE

Approval by Programme Director (signature and date)	
Approval by Head of Department (signature and date)	
Approval by Managing Director (signature and date)	
Remarks (if any)	