

Ministry of Education Language Centre

Bishan Campus

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Singapore 579782
Telephone: (65) 6258 7794
Telefax: (65) 6258 3913



Newton Campus

136 Cairnhill Road
Singapore 229722
Telephone: (65) 6515 8320
Telefax: (65) 6686 3560

Withdrawal Form

Name of Student : _____

Student Pass/BC No. : _____

Name of School & School Class: _____ Class: _____

Language at MOELC: _____ This is my *1st/ 2nd / 3rd Lang

Centre & Centre Class: *Bishan / Newton _____ Class: _____

For Office Use:

IMPORTANT

This form must be **faxed back or returned personally to the General Office of the MOELC**, bearing the school/college Principal's signature. **Forms without school's endorsement will not be processed.** Before the withdrawal can be processed, the student must return all items borrowed from the Centre.

No withdrawal applications will be accepted for the period from one month before the Year End examinations for the non-graduating classes, and the Preliminary examinations for the graduating classes, to the release of the results to schools.

How do I know if the withdrawal application is approved?

Notification of the approval of withdrawal will be sent via email to the email address indicated in this form. Student's e-Learning account will be deactivated upon successful withdrawal from the MOELC. **If you wish to confirm status of withdrawal application, please call the respective MOELC General Office. Once the withdrawal application has been approved, MOELC will not accept any appeal to revoke the withdrawal.**

PART A: To be completed by the Student's Parent/Guardian

1 NOTICE OF WITHDRAWAL

I would like my *child/ward to withdraw from the MOE Language Centre. I undertake to ensure that *he/she returns to the Centre all items borrowed from its Library.

Name of *Father / Mother / Guardian

Signature of *Father/ Mother/ Guardian

Contact No of *Father / Mother /Guardian

Date

Email of *Father/Mother/Guardian: **please write clearly to avoid unnecessary delay**

All duly completed withdrawal forms will be processed within 5 working days from date of receipt. Once the withdrawal application is approved, an email will be sent to the above email address.

2 REASONS FOR WITHDRAWAL *(Please specify)*

Page 2 :

Name of Student: _____

3 MOELC RESULTS

Sec 1: _____ Sec 2 : _____ Sec 3 : _____ Sec 4 : _____

4 MOTHER TONGUE/ 2ND LANGUAGE OF STUDENT/ HIGHER MOTHER TONGUE

- *Chinese/Malay/Tamil as another First Language i.e. Higher Chinese/ Higher Malay/ Higher Tamil
- *Chinese/Malay/Tamil as a Second Language
- An approved Asian Language/Non-Tamil Indian Language as a Second Language (*specify:* _____)
- *French/German/Japanese as a Second Language

PART B: To be completed by the School/College Principal

5 Endorsement by Principal:

I **recommend*/ do not recommend*** that this student's application for withdrawal be approved.

I understand that for students taking French/German/Japanese as a 2nd language in-lieu of Mother Tongue, they are required to attend private lessons regularly upon withdrawal from MOELC.

Note: For withdrawal requests relating to MTL exemption or a change in 2nd language to another approved language etc, please attach the necessary supporting documents from MOE.

School/ College Stamp

Principal's Signature / Date

PART C: To be completed by the MOE Language Centre Librarian

6 I confirm that this student ***has /has not** returned all items borrowed from the Library.

MOELC Librarian's Signature

Date

PART D: To be completed by the Principal of the MOE Language Centre

7 I ***approve /do not approve** this student's application for withdrawal.

Comments:

Principal
MOE Language Centre

Date