



The Principal  
Grace Orchard School

Dear Sir / Madam,

**WITHDRAWAL FROM SCHOOL**

**CHILD'S NAME:** \_\_\_\_\_ **BC/NRIC:** \_\_\_\_\_

**CLASS:** \_\_\_\_\_

I / We \_\_\_\_\_ (parent /  
parents) of the above named child, wish to withdraw my / our child from school  
with immediate effect. Effective date of withdrawal is \_\_\_\_\_.

We shall settle all outstanding school fees owing to the school.

Reason for withdrawal: \_\_\_\_\_

Thank You.

Yours sincerely

\_\_\_\_\_  
Name / Signature of Parent / Date

Office Use Only

School Fees Paid (for all the month) - Yes or No

(if 'no' please specify the month and amount need to be paid).

School fees need to be paid for the month of \_\_\_\_\_.

Total Amount Payable \$\_\_\_\_\_.