

**Letter of Termination from Tuition Class(es)**

Dear Sir/Madam,

I wish to withdraw my child / myself from tuition class(es) in Stepping Stones Study Centre.

By submitting this form I understand that:

- The deposit will be either refunded by cheque or offset against my final term of tuition fees.
- The cheque will be ready about four weeks after the deadline of submission for such notices.
- There will be a \$25 registration fees and a deposit of \$80 should I re-register for tuition again.
- All outstanding fees must be cleared before the deposit can be refunded.

Applicant's Particulars				
Child's Name	*	Level	*	Date Joined
Parent's / Guardian's Name	*	Home Tel		
Final Term		Date of Submission		Handphone *
Mode of Refund (tick accordingly)	<input type="checkbox"/> Cheque Payment	<input type="checkbox"/> PayNow Payment	<input type="checkbox"/> Fees Offset	<input type="checkbox"/> Deposit Forfeited
To fill in this column for Cheque Refund or PayNow (select 1 option)				
<i>For Cheque Payment</i> - made payable to : (Name of the recipient)	*			
<i>For PayNow Payment</i> - (Name of recipient) <small>*Do not fill up this if you do not have PAYNOW account.</small>	Name	*		
	Handphone Number	*		
Reasons for Leaving	*			

For Official Use :**REFUND VOUCHER**

Cheque collected by (Name)				Handphone			
<u>FEES OFFSET</u>				<u>CHEQUE REFUND or PAYNOW</u>			
You hereby acknowledge that the deposit has been used to offset the final term tuition fees.				You hereby acknowledge that the deposit has been refunded by Cheque or PayNow.			
Final Term		Fees		Cheque Number		Amount	
Date		Less Deposit	\$40 / \$80	PayNow Ref No.		Signature	
Outstanding Balance				Date			