

## CLEARANCE FORM

### Important Notes

1. This form is applicable to International Students ONLY.
2. Students who are withdrawing / deferring from their course with MDIS have to complete this security clearance form and submit to Central Registry for processing.  
(Refund of Security Deposit form to be filled – if applicable)
3. Fill in all required information in English.
4. Student : to fill in Section A and C  
MDIS Staff : to fill in Section B
5. The application process for withdrawal / deferment will be finalized only upon settlement of all outstanding obligations (if any) between the student and the Institute.
6. In the event of a student leaving the Institute without settling outstanding obligations (if any) , the Institute reserves the right to withhold students' results / certificates / transcripts. (If student is pending refund of security deposit, the Institute will deduct outstanding payment from the deposit.) MDIS undertakes to maintain the confidentiality of student's personal information and not to divulge the information to any third party without the consensus of the student.

### SECTION A. STUDENT'S PARTICULARS

NAME: \_\_\_\_\_ FIN: \_\_\_\_\_

BATCH NO.: \_\_\_\_\_ PASSPORT NO.: \_\_\_\_\_

CONTACT NO.: (Home) \_\_\_\_\_ (Handphone) \_\_\_\_\_

### SECTION B. VERIFICATION ON CLEARANCE

DEPARTMENT	REMARKS	MDIS STAFF SIGNATURE / DATE
Library: Any outstanding books on loan		
Student Services Unit: All payments cleared Withdrawal / Deferment letter		

### SECTION C. ACKNOWLEDGEMENT

To: Management Development Institute of Singapore

I, the undersigned, hereby acknowledge that I have read, understood and agreed to the above.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Passport No: \_\_\_\_\_