

Student Withdrawal/Dismissal Form

Withdrawal date:

Student ID:

Student name:

Date of birth:

Contact email:

Program name:

Program start date:

Reason for withdrawal:

- Visa refusal (please provide a copy of refusal letter)
- Change college (please provide a copy of acceptance letter offered by the new college)
- Others, please specify



Designated Learning
Institution Number
019330446102



Refund Method

Note: Focus College will refund the tuition, after withholding a certain amount according to the refund policy, to the bank account from where the college received the tuition fee.

The refund will be processed within 30 days after accounting department receives the withdrawal form.

E-transfer/Direct deposit/Cash

If you paid the tuition through cash, e-transfer, or direct deposit, please provide a copy of voided cheque or direct deposit information.

Credit card

If you paid the tuition through credit card, we would refund the tuition back to the card number. A 4% credit card processing fee will be applied.

Wire transfer

If you paid the tuition through wire transfer, we would send a Convera bank collection link to the email address you have put in the withdrawal form. If you do not see the email, please check the junk box or contact Syed Kamrul Hassan: shassan@focuscollege.com.

Student Signatures:

Date:



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