

**STUDENT CARE FEE ASSISTANCE SCHEME
WITHDRAWAL FORM**

Annex 3

Note:

(i) The Student Care Centre (the “Centre”) may need to refer to MSF’s payment advice with the details of the Child’s Student Care Fee Assistance Subsidy (the “Subsidy”) and/or Start Up Grant (“SUG”). The Centre should retain any relevant documents pertaining to the Child’s withdrawal from the Centre.
 (ii) The Centre should submit this form immediately upon receiving a withdrawal notice from the Applicant (“Date of Withdrawal Notice”), or the date when the child last attended the Centre (“Date of Last Attendance”).

Section I : PARTICULARS OF THE CHILD		
Name of Child	BC No.	Case Reference No.
Section II : PARTICULARS OF THE CENTRE		
Name of Centre		
Contact Details of Centre		
Address of Centre		
Section III : REASON FOR WITHDRAWAL		
Child’s last day of attendance at the centre _____(dd/mm/yyyy)		
Date of withdrawal notice received from parent _____(dd/mm/yyyy)		
Indicate the reason(s) for withdrawal:		
<input type="checkbox"/> Child attending regular remedial class		
<input type="checkbox"/> Child attending home tuition		
<input type="checkbox"/> Child transferred from community based SCC to school based SCC		
<input type="checkbox"/> Child transferred to special school or special needs SCC		
<input type="checkbox"/> Child transferred to another school		
<input type="checkbox"/> Child has behavioural issues		
<input type="checkbox"/> Child has medical issues		
<input type="checkbox"/> Parent stopped working		
<input type="checkbox"/> Family shifted residence		
<input type="checkbox"/> Family has alternative care-giving arrangements (e.g. grandparents)		
<input type="checkbox"/> Others (please specify): _____		
Section IV : REFUND POLICY		
The applicable Refund Policy is set out under clause 16 of the Terms and Conditions contained in Annex A1, and the Refund Policy set out in Annex A4 of the SCFA Administrator Application Form. An extract of the same is attached to this Withdrawal Form.		

Section V : DATE OF LAST ATTENDANCE BY CHILD

(1) The Centre has received at least one month's notice of the Child's intended withdrawal

a) Date of Withdrawal Notice : _____

b) Date of Last Attendance at the Centre : _____

(2) The Centre has received less than one month's notice of the Child's intended withdrawal

a) Date of Withdrawal Notice : _____

b) Date of Last Attendance at the Centre : _____

(3) The Centre has not received any notice of withdrawal. The Centre has determined that the Child is no longer attending at the Centre. The Child's Date of Last Attendance is : (insert date) _____

SECTION VI: REFUND OF SUG DEPOSIT FROM MSF TO CENTRE (PLEASE TICK IF APPLICABLE)

The Centre is applying for the SUG Deposit¹ to be released by MSF to Centre (applicable only if the Child withdrew without providing at least 1 month's notice)

SECTION VII: COMPUTATION OF SUBSIDIES DISBURSED

Period of Approved Subsidy: from: _____ to _____ (MM/YYYY)

A. Child's Attendance During Period of Approved Subsidy

The Child has met the attendance rate requirement² (i.e. 50% for all calendar months, except for June and December at 30%) for the entire period of approved Subsidy

<input type="checkbox"/> The Child has not met the attendance rate requirement (i.e. 50% for all calendar months, except for June and December at 30%) for at least 1 month during the entire period of approved Subsidy. Please indicate in the corresponding box, the calendar months during which the attendance rate was not met (in a MM/YYYY format).	_____ (MM/YYYY)
	_____ (MM/YYYY)
	_____ (MM/YYYY)
	_____ (MM/YYYY)
	_____ (MM/YYYY)

B. Subsidies Disbursed After Date of Last Attendance

After the Child's Date of Last Attendance, were there any subsidies disbursed to the Centre ?

Yes

No

C. Unused SUG (if any)

SUG paid to the Centre : \$ _____	Unused SUG : \$ _____
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¹ Applicable only for SUG (approved by MSF) under your centre.
² This refers to the requirement that the Child must have attended at the Centre at least 50% for all calendar months, except for June and December at 30% of the total number of days that the Centre operates in a given calendar month.

SECTION VIII: OTHER COMMENTS AND DECLARATION BY THE CENTRE

Other comments by Centre (Optional)

DECLARATION BY THE CENTRE (TO BE COMPLETED BY THE SUPERVISOR OF THE CENTRE)

I, the undersigned, declare that the information provided in this form is true and correct, and I furnish the information knowing that I may be liable to criminal prosecution if I have stated any information that I know to be false or not believe to be true. I agree to notify MSF of any changes to the information provided.

Name of Centre Supervisor

Signature

Date

Refund Policy

1 The Minimum Attendance Requirement

- 1.1 A Subsidised Student³ shall be required to attain an attendance rate of at least 50% per month for all calendar months, except for June and December at 30% in a Centre. The attendance rate shall be calculated using the following formula:

$$\frac{(B + C)}{A}$$

Where,

“A” refers to the number of calendar days in which the Centre operates in the calendar month⁴,

“B” refers to the number of calendar days in which the Child attends the Centre in the calendar month, and

“C” refers to the number of calendar days in which the Child is absent with a valid reason⁵ in the calendar month.

- 1.2 Once the Centre ascertains that a Subsidised Student's attendance rate falls below the minimum attendance rate for a given calendar month, the Centre shall be required to refund the Subsidy disbursed in respect of the Subsidised Student to MSF within the next calendar month. Please refer to paragraph (3) for the refund procedures.

2 Withdrawal from the Centre

- 2.1 The Centre will be required to submit a Withdrawal Form to MSF in respect of every Subsidised Student who withdraws from the Centre. A copy of the Withdrawal Form can be obtained from Annex 3 of the Subsidised Student Application Form.
- 2.2 The Centre should encourage a Subsidised Student to complete a full calendar month before withdrawing from the Centre. This is so that the Subsidised Student may enjoy the full SCFA Subsidies for the relevant month.

3 i.e. a student who is enrolled in the Centre and is eligible to receive the SCFA Subsidies

4 If the Child is not enrolled in the beginning of the Month, (A) will still be based on the number of calendar days in which the Centre operates in the calendar month.

5 Valid reasons stipulated by MSF are: when the child (a) has valid MC (b) engages in school activities outside of the Centre (e.g. such as co-curricular activities, supplementary classes, training for sport and national tournament), (c) engages in enrichment activities organised by VWOs outside of the Centre (e.g. tuition classes).

Withdrawal with notice

2.3 If the Withdrawal Form reflects that at least 1 month's notice of his intended withdrawal has been given by the parent or guardian of the Subsidised Student, the Centre shall continue to receive the Subsidy in respect of a Subsidised Student until his last day of attendance at the Centre. If the Subsidised Student's last day of attendance does not fall on the last day of the calendar month, the attendance rate shall be calculated based on Paragraph 1.1 above. Once the Centre ascertains that a Subsidised Student's attendance rate falls below the minimum attendance rate for the calendar month, the Centre shall be obliged to return to MSF the entire Subsidy for the relevant month. Please refer to Paragraph 1.2 for details on how to refund the Subsidy for the relevant month.

2.4 The Start-Up Grant (SUG) Deposit shall not be released to the Centre, if it has received a one-month withdrawal notice. The table below illustrates an example.

	May 2019	Jun 2019
Attendance	Attended >Minimum Attendance Requirement; 1 month's withdrawal notice given	Attended; Last day 30/6/2019
Disbursement of Subsidies	Subsidy – Disbursed	The Centre submits Withdrawal Form to MSF – reflect 1-month notice given.
		Subsidy – Disbursed SUG (Deposit)- Cancelled

Withdrawal without notice

2.5 MSF shall not disburse any further Subsidy in respect of a Subsidised Student should the Withdrawal Form indicate that no notice of withdrawal was provided. Upon the occurrence of such an event, the Centre may apply for the Start Up Grant Deposit, if any, to be released to the Centre. The table below illustrates an example.

	May 2019	Jun 2019
Attendance	Attended >Minimum Attendance Requirement	No longer attending No 1-month withdrawal notice given
Disbursement of Subsidies	Subsidy – Disbursed	The Centre submits Withdrawal Form – reflect no 1- month withdrawal notice given, and seeks SUG Deposit release, if any.
		Subsidy – Cancelled SUG (Deposit)- Disbursed

3 Refund Procedure

3.1 All refunds are to be sent to MSF via electronic means to MSF's bank account.

Our bank information is as follows

Bank account Name: AG/MSF

Bank Name: DBS Bank Limited

Bank code: 7171

Branch code: 015

Bank account number: 015-020294-7

3.2 The Centre must submit the following information in a separate document accompanying the bank transaction advice once the refund had been transferred:

- i) Centre's name;
- ii) Date of refund transfer and refund amount;
- iii) Subsidised Student's name and Birth Certificate number;
- iv) Reference (PDC Number);
- v) Month(s) of refund; and
- vi) Reason(s) for refund.

3.3 MSF will notify the Centre via email once we received the refund.