

Ref No. : C4-F04
Rev No. : Rev 01
Effective Date : 31 January 2020

SECTION 1 : STUDENT PARTICULARS

Name :

NRIC/ FIN No. :

Course Title :

Student No. :

Period of enrollment :

Contact No. :

Email :

SECTION 2: TYPE OF REQUEST

For students under the age of 18, written consent from parent/guardian must be submitted together with this request form to be processed.

Withdraw from course (please indicate reason for withdrawal below) [Section 4]

- Quality of Program / Teaching
- Financial issue
- Personal/family issue
- Work commitment
- Transferring to other Course / College (to indicate College name):
- Others, please specify:

Transfer of Course [Section 4]

Name of new course:

Commencement date of new course:

End date of new course:

Reason of transfer:

Refund (where applicable) [Section 5]

Reason for refund:

- Withdrawal from course
- Transfer of course
- Others, please specify details and submit original supporting documents:

Remarks (if any)

Student Signature : _____

Date : _____

For students under the age of 18

Parent/Guardian Name : _____

Date : _____

Parent/Guardian
Signature _____

SECTION 3: RECEIPT OF REQUEST

Staff Name : _____

Date : _____

Staff Signature : _____

SECTION 4: FOR WITHDRAWALS / TRANSFERS ONLY

Approval by Management Team:

Approved Rejected

Name : _____

Date : _____

Signature : _____

Approval by Partner:

Approved Rejected N.A.

SECTION 5: FOR REFUNDS ONLY

Refund Computation

Approval by Management Team:

Approved Rejected

Name : _____

Date : _____

Signature : _____

SECTION 6: COMPLETION OF REQUEST

(Not Applicable)

- | | |
|--|--------------------------|
| <input type="checkbox"/> Notification Letter sent to student | <input type="checkbox"/> |
| <input type="checkbox"/> Refund Settlement Letter | <input type="checkbox"/> |
| <input type="checkbox"/> Update FPS | <input type="checkbox"/> |
| <input type="checkbox"/> Update School Management System | <input type="checkbox"/> |
| <input type="checkbox"/> Update ICA | <input type="checkbox"/> |

Name : _____

Date : _____

Signature : _____