

Ref No. : C4-F04
Rev No. : Rev 02
Effective Date : 29 March 2021

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]

i. Reason for refund:

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

ii. Refund Option

- Collect Cheque in person
- Telegraphic transfer (Available only for international students and students based overseas)

Bank Account Details

Bank Name : _____
Account No. : _____
Account Name : _____
Swift Code : _____

- Others

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)

- Notification Letter sent to student
- Notification of Refund Settlement Letter
- Completion of Pre-Course Counselling Form (For Course Transfers Only)
- New Form 12/ Student Contract/ Addendum signed, where applicable
- Update FPS
- Update School Management System
- Update ICA
- Update Masterlist of Refund / Transfer / Withdrawal where applicable

Updated by:

Name : _____

Date : _____

Signature : _____

Verified by:

Name : _____

Date : _____

Signature : _____