

## REFUND REQUEST FORM

**Ref No.** : C4-F03  
**Rev No.** : Rev 02  
**Issue Date** : 21 April 2014  
**Effective Date** : 25 February 2015

### Section 1: Student's Particulars

**Name** :

**Student ID/Fin No.** :

**Course Enrolled** :

### Section 2: Refund Details

Refund Type	<input type="checkbox"/> Course Fee <input type="checkbox"/> Miscellaneous Fee <input type="checkbox"/> Excess Payment <input type="checkbox"/> Others: _____
Reasons for Refund Request	
Refund Options	<input type="checkbox"/> Collect Cheque in person <input type="checkbox"/> Telegraphic transfer (Available only for international students and students based overseas) <b><u>Bank Account Details</u></b> Bank Name : _____ Account No. : _____ Account Name : _____ Swift Code : _____ <input type="checkbox"/> Others : _____

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date of Application

**Section 3: For Official Use Only**

Approved

Rejected

Receipt of Request

(Including acknowledgement to requestor)

**Approved by** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Signature** : \_\_\_\_\_

Refund Amount: SGD \_\_\_\_\_

**Section 4: Payment**

**Mode of Payment** : \_\_\_\_\_

**Done by** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Signature** : \_\_\_\_\_

Note: Attach supporting documents of the refund.