

# Student Transfer/Withdrawal/Refund Application

Date Received

## Personal Details

Student ID No.

Name of student

Name of course

Amount to be refunded

Contact telephone no.

Email

Student NRIC/FIN No.

Expiry date for student pass

## Reason for Transfer/Withdrawal/Refund

  

## Supporting Documentation

A student must provide sufficient documentation to support his/her case.

- Receipt**
- Student's attendance**
- Photocopy of NRIC/Passport**
- Medical reasons**

A statement from a doctor stating:

1. the date the student's medical condition began or changed;
2. how the student's condition affected his/her ability to study; and
3. when it became apparent the student could not continue with his/her study.

- Family personal reasons**

A statement from a doctor, counselor or independent member of the community stating:

1. the date the student's personal circumstances began or changed;
2. how the circumstances affected the student's ability to study; and
3. when it became apparent the student could not continue with his/her study.

- Employment related reasons**

A statement from the student's employer stating:

1. the date the student's employment began or conditions of employment changed; and
2. how it prevents the student from continuing with his/her studies.

- Transfer**

Student must provide the original (or verified) copy of fee receipt from the other PEO.

- Deposit into the following account:**

Name of A/C holder:
Bank:
Address:
Account no:
SWIFT CODE:

## Declaration by student

**I understand that any charges incurred will be deducted from my refund**

\_\_\_\_\_  
**Signed by student / Date**      **Verified by / Date**

<input type="checkbox"/> Yes amount of refund is:
<input type="checkbox"/> No, reason as follow:

\_\_\_\_\_  
Signed by Director      Date

- Acknowledge of receipt of refund**

- Cheque No:**

\_\_\_\_\_  
Name and signature of student      Date