

NOTIFICATION OF WITHDRAWAL FROM COURSE (for Full-time Students)

This form may take you 5 - 10 minutes to fill in. Please proceed to obtain the necessary endorsement before submitting at One-Stop Service Centre (OSC).

Please read the following instructions and notes carefully before completing the form.

1. **Complete Part A and obtain endorsement for Part B to D. Please ensure that you have also read and understood the actions (which are required of you) in Part E.**
2. **You are to submit this form (duly completed) to OSC before course commencement or the start of new semester to avoid fee implication (refer to point 7 on fee charges).**
3. **For existing students: Request received on/after the start of Study Week (you may refer to the Academic Calendar at <http://www.tp.edu.sg/home/courses/calendar.htm> for exact dates) will only be processed after the release of the Semester's examination results and only applicable to those whose student status remains active.**
4. You are strongly advised to discuss your intent to withdraw from course with your parents and consult your Care Person (CP)/ Course Manager (CM)/ School Director before you submit your request for processing. If you have difficulties locating your CP/CM, you may approach School General Office (GO) for assistance.
5. If you are withdrawing due to financial difficulties, please go to Student Wellness & Counselling Centre for advisement on financial assistance scheme available.
6. You are to ensure that you have settled all outstanding bills and returned all properties belonging to Temasek Polytechnic e.g. library books.
7. Information on policy related to fee charges is available at http://www.tp.edu.sg/home/admissions/fees/tp_fna_faq_withdrawal.htm

| | | |
|------|---|--|
| i) | New students who withdraw before the course commencement of an Academic Semester | Administrative fees of \$50.00 |
| ii) | New or Existing students who withdraw within the first week of an Academic Semester | 25% of the tuition fee and 100% of the other fees (except Examination, Sports & Wellness fee and Miscellaneous fees) |
| iii) | After the first week of an Academic Semester | Full fees |

8. If you are a Scholarship or Bursary holder, you are required to notify Student Wellness and Counselling Centre and/or Registrar's Office (Examination) and to obtain their clearance at least 7 working days prior to your submission of this form to OSC for processing.
9. The Polytechnic reserves the right to take any appropriate action it deems necessary if you fail to comply with the above instructions and notes.

Part A: Student's Personal Particulars

Name : _____ Adm No: _____ NRIC/
Passport No: _____

Course : _____ Email: _____ Contact No: _____

Withdrawal Reason (Please tick the appropriate box)

- | | |
|--|--|
| <input type="checkbox"/> No interest in present course (W1) <input type="checkbox"/> Cannot cope with studies (W2) <input type="checkbox"/> Retaking/ Taking GCE O/ A Level (W4) <input type="checkbox"/> Personal (Family, Financial or Health Reasons) (W3) | <input type="checkbox"/> Taking up other tertiary courses (W5) <input type="checkbox"/> Decided to work instead (W6) <input type="checkbox"/> Work commitment (W0) <input type="checkbox"/> Other reasons (W7): _____ |
|--|--|

Part B: To be completed by Parent/ Guardian* of student below 21 years of age

I am supportive of my child's/ ward's* withdrawal from the course at the Polytechnic.

Name & Signature of Parent/ Guardian*/ Date

* Delete where not applicable ^ Tick the appropriate box

Part C: Endorsement by School

[This part is not required if you are a new student and submitting this request before course commencement.]

Recommendation/ Comments by Designated Staff (i.e. Care Person/ Course Manager/ School Director*)

Stamp/ Name & Signature/ Date

Part D: Endorsement by Finance and Administration Department & Library

| | Recommendation/ Comments^ | Dept Stamp/ Signature/ Date |
|---|--|-----------------------------|
| <u>FNA</u> Tuition fees related | <input type="checkbox"/> No outstanding fees <input type="checkbox"/> Has outstanding fee but apply for schemes/appeal to pay by instalment <input type="checkbox"/> Has to settle outstanding fees of \$_____ | |
| <u>Library</u> Items loan/ Fines | <input type="checkbox"/> Returned all library items <input type="checkbox"/> Settled all outstanding fines <input type="checkbox"/> Others _____ | |

Note: Endorsement by Library is not required for new students if the request for withdrawal is submitted before course commencement.

Part E: Declaration

I declare that

- I have consulted my Care Person/ Course Manger/ School Director*.
- I have/ have not* attended any classes since course commencement.
- Matriculation Card^
 - I did not collect the card (applicable to new student).
 - I have returned my Matriculation Card together with this form.
 - I have lost the card. Should I find the card, I will return it to OSC.
- I have notified Student Wellness & Counseling Centre/ Registrar Office (Examination)/ Organization* regarding my Scholarship/ Bursary*.
- I have understood and agree to abide by the instructions/ notes applicable to this application for withdrawal.
- The information provided is true and accurate to the best of my knowledge and I have not deliberately omitted any relevant information.

Applicable to Student Pass holders (i.e. Non-Singaporean)

- I will return my Student Pass to the Immigration & Check-point Authority within 7 days upon withdrawal from the Polytechnic.

Signature of Student/ Date

FOR OFFICIAL USE ONLY (Tick against the item done)

- Matriculation Card collected
- Status record updated by OSC/ Admissions*
- Unable to process the request for withdrawal; acknowledgement slip issued to student

Name & Signature of Officer / Stamp/ Date

* Delete where not applicable ^ Tick the appropriate box