

## APPLICATION FOR WITHDRAWAL FROM COURSE (FOR FULL-TIME STUDENTS)

This form may take you 5 minutes to fill in. Please read the instructions and notes carefully before completing the form for submission at Student Services.

The Polytechnic reserves the right to take any appropriate action it deems necessary if you fail to comply with the below instructions and notes.

### **Only for newly enrolled students who wish to withdraw before the start of the Academic Year**

- NEW students who withdraw before the second day of the semester are required to pay an administrative fee of \$50.** Payment can be made via AXS using payment code **DFNAWCPEI**. Please retain the receipt to be presented at the counter to support settlement. New students who withdraw after the first day of the semester will follow the same procedure as ALL other students.
- Complete Parts A, B and E before submitting the form at Student Services.

### **For ALL other students**

- Complete and obtain endorsements for Parts A to E before submitting the form at Student Services.**
- You are to submit the duly completed form at Student Services before the start of a new semester to avoid fee implication.** Information on policy related to fee charges is available at <https://www.tp.edu.sg/fees-and-financial-matters/course-withdrawal-and-refund-guidelines>.

Effective Date of Withdrawal	Fees Payable
After the 1 <sup>st</sup> day and within the first week of the semester	25% of applicable *Tuition Fees Payable + 100% of Other Fees (excluding 100% of Sports fees, Examination fee and Miscellaneous fees)
After the first week of the semester	100% of applicable *Tuition Fees Payable + 100% of Other Fees

\*For SPR and IS who decided to apply for Tuition Grant (TG), you are required to pay the non-subsidised Tuition Fee applicable based on the effective date of withdrawal if you withdraw from your course of study prior to the execution of the TG Agreement.

- If the request for withdrawal is submitted on or after the following period, it will only be processed after the release of the semester's examination results and applicable only to those whose student status remains active.

Non-Design students	Start of Study Week**
Design students	Start of Vacation**

(\*\* Please refer to the Academic Calendar at <https://www.tp.edu.sg/admissions/academic-calendar>)

- You are strongly advised to discuss your intent to withdraw from course with your parents and to consult your Care Person (CP)/ Course Chair (CC) before you submit your request for processing. If you have difficulties locating your CP/CC, you may approach your school's General Office for assistance.
- If you are intending to withdraw due to financial difficulties, please email student finance at [fnahotline@tp.edu.sg](mailto:fnahotline@tp.edu.sg) for advice on financial assistance schemes available.
- You are to ensure that you have settled all outstanding bills and returned all properties belonging to Temasek Polytechnic (TP), e.g. library books.
- If you have received a Higher Education Community Bursary (HECB)/ Higher Education Bursary (HEB) for the current Academic Year, you are required to pay back 50% of the bursary amount if the effective date of your withdrawal is in Semester 1 or within the first week of Semester 2.
- If you have received a scholarship for the current Academic Year, you are required to pay back the full amount of the scholarship.

### **Part A: Student's Personal Particulars**

Name : \_\_\_\_\_ Adm No: \_\_\_\_\_

Course : \_\_\_\_\_ Email: \_\_\_\_\_ Contact No: \_\_\_\_\_

#### **Withdrawal Reason** (Please tick the appropriate box)

- |   |  |
|---|--|
| <input type="checkbox"/> No interest in present course (W1)     | <input type="checkbox"/> Taking up other tertiary courses (W5) |
| <input type="checkbox"/> Cannot cope with studies (W2)          | <input type="checkbox"/> Enrol in another TP course (WB)       |
| <input type="checkbox"/> Retaking/ Taking GCE O/ A Level (W4)   | <input type="checkbox"/> Decided to work instead (W6)          |
| <input type="checkbox"/> Personal (Family issues) (WK)          | <input type="checkbox"/> Work commitment (W0)                  |
| <input type="checkbox"/> Personal (Financial Difficulties) (WL) | <input type="checkbox"/> Other reasons (W7): _____             |
| <input type="checkbox"/> Personal (Medical Reasons) (WM)        |  |

### **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

**Part C: Endorsement by School**

**Recommendation/ Comments by Designated Staff (i.e. Care Person/ Course Chair\*)**

(For CP/CC, please note para. 4 of instructions above and advise student accordingly, if applicable)

\_\_\_\_\_  
Stamp/ Name & Signature/ Date

**Part D: Endorsements by Relevant Departments**

*[Endorsements NOT REQUIRED if you are currently granted deferment]*

Department	Recommendation/ Comments^	Dept Stamp/ Signature/ Date
<b>Library</b>	<input type="checkbox"/> Returned all library items <input type="checkbox"/> Settled all outstanding fines <input type="checkbox"/> Others _____	
<b>Student Services - Bursaries</b>	<i>(To be completed by Student Services)</i> <input type="checkbox"/> Not applicable <input type="checkbox"/> A) To refund \$1,375 Higher Education Community Bursary (HECB) Tier 1 Payment item code : DSSCSHECBM <input type="checkbox"/> B) To refund \$1,200 Higher Education Community Bursary (HECB) Tier 2 (Payment item code : DSSCSHECBM) <input type="checkbox"/> C) To refund \$950 Higher Education Bursary (HEB) Tier 1 (Payment item code : DSSCSHEBM) <input type="checkbox"/> D) To refund \$425 Higher Education Bursary (HEB) Tier 2 (Payment item code : DSSCSHEBM)	
<b>Student Services - Scholarship</b>	<i>(To be completed by Student Services)</i> <i>(Applicable only if you have received a scholarship for the current AY)</i> <input type="checkbox"/> No scholarship to be revoked <input type="checkbox"/> Scholarship to be revoked Award Name _____ Sem 1 & 2 of AY _____ Amount to be recovered S\$ _____	
<b>Finance and Administration</b>	<i>(To be completed by FNA/Student Services)</i> 1. Outstanding fees in TPSAMS S\$ _____ 2. Bursary/Scholarship amount to be Revoked/Recovered S\$ _____ (A) Total Outstanding Amount S\$ _____ <input type="checkbox"/> No outstanding amount as per Total (A) above <input type="checkbox"/> Outstanding amount of S\$ _____ to be settled by schemes/ approved instalment plan <input type="checkbox"/> Has to settle outstanding amount of S\$ _____	

**Submit the duly-completed form to Student Services to complete the withdrawal process**

**Part E: Declaration**

I declare that

- a) I have consulted my Care Person/ Course Chair\*.
- b) I have/ have not\* attended any classes since the start of the semester.
- c) Matriculation Card^
  - I did not collect the card (applicable to new student).
  - I am returning my Matriculation Card together with this form.
  - I have lost the card. Should I find the card, I will return it to Student Services.
- d) The information provided is true and accurate to the best of my knowledge and I have not deliberately omitted any relevant information.

I understand that in the event the Financial Scheme is not able to settle my outstanding payable, I will settle it via AXS upon notification.

*Applicable to Student Pass holders (i.e. International Students)*

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 (Student Services/AA)**

- Matriculation Card collected
- Receipt no: \_\_\_\_\_ (if applicable)
- Status record updated at Student Services/ by 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