

APPLICATION FOR WITHDRAWAL

PROCEDURES AND REGULATIONS:

- 1) The notification of withdrawal, together with your student matriculation card must be submitted to the Temasek SkillsFuture Academy (East Wing Block 1A Level 3 Unit 81).

2) **Refund Policy**

<i>If the notice of withdrawal is received:</i>	<i>Refund Amount</i>
More than 14 days before course/module commencement	A full refund of the course/module fee <u>less</u> an administrative fee of \$50 or 10% of the course/module fee, whichever is higher
Within 14 days preceding the commencement of the course/module	50% of the course/module fee will be refunded
After course/module commencement	No refund

- 3) Please return all property belonging to Temasek Polytechnic and settle all outstanding bills prior to the submission of this form.
- 4) All applications for withdrawal must reach the Temasek SkillsFuture Academy before the commencement of the study week. Unless you have received an official approval notification from Temasek Polytechnic, you are still required to meet the attendance requirement of your course (if any), and be subject to the examination rules and regulations. Any withdrawals received from the commencement of the study week will only be processed after the release of the examination results.
- 5) The Polytechnic reserves the right to take any appropriate action it deems necessary should you fail to comply with the withdrawal procedures and regulations.

FOR PART-TIME COURSES ONLY



APPLICATION FOR WITHDRAWAL

This form may take you 10 minutes to fill in:

You will need the following information to fill in the form:

- Admission Number and NRIC No./ FIN
- Course Title, Sem & Academic Year of Study

INSTRUCTIONS:

- 1) Please read the attached procedures and regulations on withdrawal and submit the completed form to the **Temasek SkillsFuture Academy (TSA)**.
- 2) If you are under company sponsorship, please attach an official letter from your sponsoring company indicating approval for withdrawal ^.

TO BE COMPLETED BY APPLICANT

Name: _____ Adm No.: _____ NRIC No./ FIN: _____

Contact Nos.: _____ (HP) _____ (O) _____ (H)

Email: _____

Course: _____ Sem & Academic Year of Study: * Apr / Oct 20____

^Sponsoring Company (if any): _____

Reason(s) for withdrawal:

- | | |
|---------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Work commitments | <input type="checkbox"/> Enrol in another TP course |
| <input type="checkbox"/> Cannot cope with studies | <input type="checkbox"/> Taking a course in another institution |
| <input type="checkbox"/> Personal reasons (family, financial) | <input type="checkbox"/> Sponsoring company's request ^ |
| <input type="checkbox"/> Medical reasons | <input type="checkbox"/> Course not relevant to my work/ needs |
| <input type="checkbox"/> Other reasons / Comments: | |

I declare that:

- My sponsoring company has approved my application for withdrawal.
- I have enclosed my matric card together with this application.
- Library books: I have * returned / not returned / reported lost to the library / I did not borrow
- The information given is accurate to the best of my knowledge and I have not wilfully suppressed any material fact. I have read, understood and agree to abide by the procedures and regulations on withdrawal from part-time courses.

Signature of Applicant : _____ Date: _____

* Please delete accordingly.