

## **Procedures and Regulations on Withdrawal / Deferment**

## YOU MUST READ THE ATTACHED PROCEDURES AND REGULATIONS (SEE PAGE 2) ON WITHDRAWAL / DEFERMENT BEFORE COMPLETING THIS FORM Part A: To be completed by student Full Name:\_\_\_\_\_NRIC (last 4 characters): \_\_\_\_\_ Tel:\_\_\_\_\_(Home)\_\_\_\_\_(Off)\_\_\_\_(HP) Email: Please tick accordingly □Withdrawal from module<sup>1</sup> □Deferment of module <sup>2</sup> Module Name: Commencement Date: \_\_\_\_\_ Sponsoring Company (if any): Reasons for Withdrawal / Deferment\* (Please attach relevant supporting document(s), if any, to support your application) I declare that: • My sponsoring company (if any) is in support of my application (please attach supporting document from company). • The information given is accurate to the best of my knowledge and I have not deliberately omitted any relevant information. I have read, understood and agree to abide by the Procedures and Regulations on Withdrawal / Deferment from module. Signature of Student Date

Part B: To be completed by SII		
Any Outstanding Bills? □Yes □No		
Details (if any):		
Application for Withdrawal / Deferment*:		
Recommended / Not Recommended * byonon		
Executive / Signature Date		
Approved / Not Approved* byon		
Approved / Not Approved* byonononon		
Reasons (if not approved):		
Part C: To be completed by Executive / SII		
Student/informed on(date)		
Sponsoring company informed on(date)		
Effective Date of Withdrawal / Deferment*_(date)		
Others		
Signature of Executive / SII Date	<u> </u>	

## **PROCEDURES AND REGULATIONS**

## Note:

Application for Withdrawal / Deferment are subject to Approval.

<sup>1</sup>The following withdrawal and refund policy (effective 1 May 2022) will apply:

If notice of Withdrawal is given in writing:	Refund Amount
14 Calendar days or more <u>before</u> the commencement of the course/module	<ul><li>Full Refund of Course Fee</li><li>No Administrative Fee</li></ul>
Less than 14 calendar days <u>before</u> commencement of the course/module	<ul><li>50% Refund of Course Fee</li><li>No Administrative Fee</li></ul>
Upon commencement of course/module	<ul><li>No Refund</li><li>No Administrative Fee</li></ul>
In the event that the course/module is cand given	celled due to unforeseen circumstances, a full refund will be

<sup>&</sup>lt;sup>2</sup> There will not be any refund of module fee if the request for deferment is approved. Student will be required to top up the difference should there be an increase in the fee for the next intake.

<sup>\*</sup> Please delete accordingly