

APPLICATION FOR REVIEW OF SUBJECT GRADE

(For current Full-Time students)

This form may take you 10 minutes to complete. You will need the following information to complete the form:

- Applicant's Admission Number
- Subject Full Name and Grade Obtained

INSTRUCTIONS:

- 1) Application for review of subject grade must be submitted **within the first 4 working days** upon the release of the examination results.
- 2) A **non-refundable fee** of S\$16.10 (inclusive of prevailing GST) will be charged per subject.
- 3) Payment can be made via AXS Stations, AXS e-Station, ASX m-Station using the payment item code **DAASUBJFT**.
- 4) Please retain the physical or electronic receipt as proof of payment.
- 5) The review of subject grade is applicable only to subjects taken in the current semester.
- 6) Email the **completed form and payment receipt** to examinations@tp.edu.sg. Title of email must be in this format: 'Student Full Name (Admission Number/Course), Application for Review of Subject Grade'.
- 7) The outcome of the review will be sent to your TP student email account.

SECTION A : TO BE COMPLETED BY APPLICANT

Name: _____ Adm No: _____ Contact No: _____

Course Name: _____

I wish to apply for a review of my subject grade for the following subjects:

	Subject Full Name	Grade Obtained
1.		
2.		
3.		
4.		

Date : _____

SECTION B : FOR OFFICIAL USE ONLY

No. of Subjects for Review : _____ Amt Paid : _____

Receipt No : _____ Receipt Date : _____

Processed by : _____

Date : _____