

## 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
- Payment Mode (NETS / Cashcard / Cheque)

### 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) The review of subject grade is applicable only to subjects taken in the current semester.
- 3) A **non-refundable fee** of S\$16.10 (inclusive of prevailing GST) will be charged per subject.
- 4) Please submit the completed form with full payment to Student Services.
- 5) Payment can be made via :
  - NETS or Cashcard at Student Services (Open Mon to Fri: 8.30am to 5.30pm)
  - Cheque (crossed and made payable to "Temasek Polytechnic" in Singapore currency. Post-dated cheques will not be accepted)
- 6) All applications will be processed on a first-come-first served basis, subject to full payment or Cheque/Bankdraft clearance.
- 7) Applicants will be notified the outcome of review by post.

### SECTION A : TO BE COMPLETED BY APPLICANT

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

Address: \_\_\_\_\_

School : ASC / BUS / ENG / HSS / IIT / DES/ CFS\*

Course Name: \_\_\_\_\_

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

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

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

### SECTION B : FOR OFFICIAL USE (STUDENT SERVICES) ONLY

No. of Subjects for Review: \_\_\_\_\_ Amt Paid : \_\_\_\_\_ (NETS / Cashcard / Cheque)\*

Receipt No : \_\_\_\_\_ Receipt Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ (Name & Signature)

\* delete accordingly