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

1. 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 NETS or Cashcard at Student Services (Open from Monday to Friday: 8.30am to 5.30pm, closed on Saturday, Sunday and Public Holidays). New students who withdraw after the first day of the semester will follow the same procedure as ALL other students.

2. Complete Parts A, B and E before submitting the form at Student Services.

For ALL other students

3. Complete and obtain endorsements for Parts A to E before submitting the form at Student Services.

4. 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 http://www.tp.edu.sg/fees-and-financial-matters/course-withdrawal-and-refund-guidelines

Effective Date of Withdrawal | Fees Payable
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After the 1st day and within the first week of the semester | 25% of the Tuition Fee + Other Fees (excluding 100% of Sports fees, Examination fee and Miscellaneous fees) + 25% of Additional Training Fee for non-subsidised student if applicable
After the first week of the semester | 100% of Tuition Fee + Other Fees + Additional Training Fee for non-subsidised student if applicable

5. 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.

6. 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.

7. If you are intending to withdraw due to financial difficulties, please approach Student Services for advice on financial assistance schemes available.

8. You are to ensure that you have settled all outstanding bills and returned all properties belonging to Temasek Polytechnic (TP), e.g. library books.

9. If you have received a CDC/CCC Bursary or MOE Bursary 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.

10. 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)

- No interest in present course (W1)
- Taking up other tertiary courses (W5)
- Cannot cope with studies (W2)
- Enrol in another TP course (WB)
- Retaking/ Taking GCE O/ A Level (W4)
- Decided to work instead (W6)
- Personal (Family, Financial or Health Reasons) (W3)
- Work commitment (W0)
- Other reasons (W7):
________________________________________________________________________

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

* Delete where not applicable  ^ Tick the appropriate box

Application for Withdrawal from Course updated 2019_03
### 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)

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### Part D: Endorsements by Relevant Departments

*Endorsements NOT REQUIRED if you are currently granted deferment*

<table>
<thead>
<tr>
<th>Department</th>
<th>Recommendation/ Comments</th>
<th>Dept Stamp/ Signature/ Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>☐ Returned all library items ☐ Settled all outstanding fines ☐ Others ___________________________</td>
<td></td>
</tr>
<tr>
<td>Student Services - Bursaries</td>
<td>☐ Not applicable ☐ A) To refund $825 MOE Bursary (Payment item code: DSSCSMOEM) ☐ B) To refund $400 MOE Bursary (Payment item code: DSSCSMOEM) ☐ C) To refund $1175 CDC/CCC Bursary (Payment item code: DSSCSCDCM) ☐ D) To refund $1075 CDC/CCC Bursary (Payment item code: DSSCSCDCM) ☐ E) To refund $1175 CDC/CCC Bursary BND0001 (Payment item code: DSSCSBURSA) ☐ F) To refund $1075 CDC/CCC Bursary BND0001 (Payment item code: DSSCSBURSA)</td>
<td></td>
</tr>
<tr>
<td>Student Services - Scholarship</td>
<td>☐ No scholarship to be revoked ☐ Scholarship to be revoked Award Name ___________________________ Sem 1 &amp; 2 of AY _______ Amount to be recovered S$ _______</td>
<td></td>
</tr>
<tr>
<td>Finance and Administration</td>
<td>1. Outstanding fees in TPSAMS S$ _______ 2. Outstanding amount in OFS S$ _______ 3. Bursary/Scholarship amount to be Revoked/Recovered S$ _______ (A) Total Outstanding Amount S$ _______</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ No outstanding amount as per Total (A) above ☐ Outstanding amount of S$ _______ to be settled by schemes/ approved instalment plan ☐ Has to settle outstanding amount of $ _______</td>
<td></td>
</tr>
</tbody>
</table>

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### 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.

**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.

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Signature of Student/ Date

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**FOR OFFICIAL USE (SSCS/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

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* Delete where not applicable   ^ Tick the appropriate box

Application for Withdrawal from Course updated 2019_03