

Ref No. : GD4C4-F08
Rev No. : Rev 02
Effective Date : 01 January 2025

SECTION 1 : STUDENT PARTICULARS

Name : _____

NRIC/ FIN No. : _____

Course Title : _____

Student No. : N.A.

Period of enrollment : _____

Contact No. : x

Email : x

SECTION 2: TYPE OF REQUEST

For students under the age of 18, written consent from parent/guardian must be submitted together with this request form to be processed.

Withdraw from course (please indicate reason for withdrawal below) [Section 4]

- Quality of Program / Teaching
- Financial issue
- Personal/family issue
- Work commitment
- Transferring to other Course / College (to indicate College name):
- Others, please specify:

Transfer of Course [Section 4]

Name of new course : _____

Commencement date of new course : _____

End date of new course : _____

Reason of transfer : _____

Deferment of Course [Section 4]

New commencement date : _____

New end date : _____

Reason of deferment : _____

Refund (where applicable) [Section 5]

i. Reason for refund:

- Withdrawal from course
- Transfer of course
- Others, please specify details and submit original supporting documents:

ii. Refund Option

- Collect Cheque in person
- Telegraphic transfer (Available only for international students and students based overseas)

Bank Account Details

Bank Name : _____
Account No. : _____
Account Name : _____
Swift Code : _____

- Others

Remarks (if any)

Student Signature : _____

Date : _____

For students under the age of 18

Parent/Guardian Name : _____

Date : _____

Parent/Guardian Signature

SECTION 3: RECEIPT OF REQUEST

Staff Name : _____

Date : _____

Staff Signature : _____

OFFICIAL USE ONLY

SECTION 4: FOR WITHDRAWALS / TRANSFERS / DEFERMENT ONLY

Approval by Management Team:

Approved Rejected

Name : _____

Date : _____

Signature : _____

Approval by Partner:

Approved Rejected N.A.

SECTION 5: FOR REFUNDS ONLY

Refund for Withdrawal during Cooling - Off Period

Yes No

Return all Course fees and Miscellaneous fees paid within seven (7) working days of the receipt of the written notice.

Refund Computation

Approval by Management Team:

Approved Rejected

Name : _____

Date : _____

Signature : _____

SECTION 6: COMPLETION OF REQUEST

(Not Applicable)

- Notification Letter sent to student
- Notification of Refund Settlement Letter
- Completion of Pre-Course Counselling Form (For Course Transfers Only)
- New Form 12/ Student Contract/ Addendum signed, where applicable
- Update FPS
- Update School Management System
- Update ICA
- Update Masterlist of Refund / Transfer / Withdrawal / Deferment where applicable

Updated by:

Name : _____

Date : _____

Signature : _____

Verified by:

Name : _____

Date : _____

Signature : _____