|  |
| --- |
| Refund Request Form |

## **Section 1: Student’s Particulars**

|  |  |  |
| --- | --- | --- |
| Name | : |  |
| Student ID/Fin No. | **:** |  |
| Course Enrolled | **:** |  |

## **Section 2: Refund Details**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Refund Type | Course Fee | | | | | Miscellaneous Fee | | Excess Payment |
| Others: | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Reasons for Refund Request |  | | | | | | | |
| Refund Options | 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
|  | |  | | | | |  | | |
|  | |  | | | | |  | | |
| Student/ Parent/ Legal Guardian’s\* Signature | |  | | | | | **Date of Application** | | |
| (Parent / Legal Guardian to sign if student is below 18 years old)  \*Cancel appropriately. | | | | | | |  | | |

## **Section 3: For Official Use Only**

Receipt of Refund Request (Including acknowledgement to requestor)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Received by** | **:** |  | **Designation** | **:** |  |
| **Date** | **:** |  | **Signature** | **:** |  |

Computation Remarks and Details (to show how the Refund Amount is being derived)

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Refund Amount (SGD)** | **:** |  |  | |

## **Section 4: for official use only (management approval)**

Management Approval of Refund Request

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 🞏 Approved 🞏 Rejected | | | | | |
| **Approved by** | **:** |  | **Designation** | **:** |  |
| **Date** | **:** |  | **Signature** | **:** |  |

## **Section 5: Payment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Mode of Payment** | **:** |  |  | | |
| **Done by** | **:** |  | **Designation** | **:** |  |
| **Date** | **:** |  | **Signature** | **:** |  |

Note: Attach copy of any other supporting documents of the refund.

## **Section 6: student’s acknowledgement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Mode of Acknowledgement** | **:** |  |  | | |
| **Name of Student** | **:** |  |  |  |  |
| **Date** | **:** |  | **Signature** | **:** |  |