For Official Use

# Course Withdrawal Form

Full Name *(as in ID)*:_____

NRIC / FIN No.: _____

Course Start Date: _____ Batch No.: _____

Sales Invoice / Receipt No.: _____

Course Title: _____

Reason for withdrawal

All withdrawal is considered on case-by-case basis. Refund shall be based on withdrawal policy. Amount refundable is based on notice of withdrawal received date as follows:

| Period | Amount |
|---|---|
| (i) If notice of withdrawal is received 2 weeks or more before the start of course: | 100% refund of fees |
| (ii) If notice of withdrawal is received 1 week or more before the start of course: | 50% refund of fees |
| (iii) If notice of withdrawal is received less than1 week of the Course: | No refund |

An administrative charge of $50.00 (inclusive of GST) will be imposed for all withdrawal.

_____
Signature & Date

For Official Use:

**Management**

Approved /Not Approved

Course amount: Receipt Amount: Amount Refund:

Approved by: Signed: Date:

**Accounts Department**

Credit Note Number: _____

Cheque No.: _____ Cheque Amount: _____

Approved by: Signed: Date: