



## 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:

| <u>Period</u>   | <u>Amount</u>       |
|---|---------------------|
| (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 than 1 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: