



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: