

## STUDENT REQUEST FORM

### General Particulars

Name .....

Nationality ..... Date of Birth .....

NRIC / Passport No ..... Student No<sup>1</sup> .....

Contact No ..... Fin No .....

Singapore PR  Yes  No Fin Expiry Date .....

Email Address .....

Current course .....

### PART I – Type of Request(s)

- Withdrawal from course<sup>2</sup> (please indicate reason for withdrawal below)
- Quality of course       Personal / family issue
- Financial issue       Work commitment
- Transferring to other school (to indicate school name) .....
- Others, please specify .....
- Deferment of study<sup>3</sup>
- From ..... (dd/mm/yyyy) to ..... (dd/mm/yyyy)
- Reason .....
- Change of course<sup>4</sup>
- Name of new course .....
- Refund<sup>5</sup> (Please provide refund details under **PART II** where applicable)
- Reason for refund:
- Withdrawal from Course
- Deferment
- Change of Course
- Others, pls specify details & to submit original supporting documents
- .....
- .....

**PLEASE TURN OVER TO SIGN ON PAGE 2.**

<sup>1</sup> Refers to the student number issued by SIM IA

<sup>2</sup> With reference to the PEI-Student Contract, international student holding on to a valid student's pass is to deliver to SIM, within 3 working day from date of this form, the passport and student's pass for cancellation with Immigration and Checkpoints Authority (ICA).

<sup>3</sup> Student is subject to prevailing course fee for the deferred module(s).

<sup>4</sup> With reference to the PEI-Student Contract, a student who transfers from one course to another course shall be deemed to have withdrawn from the original course and the standard refund policy shall apply in this instance.

<sup>5</sup> Refund, where applicable, will be processed within 7 working days upon the receipt of this original fully completed form with relevant supporting documents (for deferment, change of course cases and any other refund request where approval is required from SIM, the 7 working days will start from the date of request approval). Forms received after 12.00noon would be considered as submission on the next working day. To find out if you are eligible for a refund, please refer to the refund policy under clause 2.4 in the PEI-Student Contract.

**PART II – Refund Details (where applicable)**

Please select payment option below and to furnish the necessary details to facilitate payment.

**Default mode of payment**

**Cheque**, payable to<sup>6</sup> ..... (Strictly name of student account)  
 Mailing Address .....  
 .....

**Only applicable to students who are not in Singapore at point of refund or who do not have a bank account in Singapore.**

**Remittance (Refund to overseas bank account)**  
 Name of Account ..... (Strictly name of student account)  
 Account number .....  
 Name of bank/branch/city/country .....  
 Swift Code .....

**Requested By:**

**With Consent From<sup>7</sup>:**

*(Complete only if student is below 18 years old)*

\_\_\_\_\_  
 (Signature)  
 Student Name:  
 Date:

\_\_\_\_\_  
 (Signature)  
 Parents/Guardian Name:  
 NRIC / Passport No:  
 Date:

**FOR OFFICIAL USE ONLY**

Received by ..... Date received (dd/mm/yyyy) .....  
 Department ..... Time received (hh/mm) .....

*(Where approval from SIM IA is required)*

Approved by ..... Date of approval (dd/mm/yyyy) .....  
 Name ..... Approved refund amount S\$.....

<sup>6</sup> Refund is to be made directly to student as per CPE's requirement. Where student requires the refund to be made to 3<sup>rd</sup> party due to extenuating circumstances, he/she would have to complete the authorisation form for SIM IA's consideration.

<sup>7</sup> A student requesting for withdrawal from course or change of course must have obtained the necessary consent from his/her parents/guardian if he/she is below 18 years old, before the request can be considered.