

Student Transfer/Withdrawal/Refund Application

Personal Details

Student ID No. Name of student

Name of course Amount to be refunded

Contact telephone no. Email

Student NRIC/FIN No. Expiry date for student pass

Reason for Transfer/Withdrawal/Refund

Supporting Documentation

A student must provide sufficient documentation to support his/her case.

- Receipt
- Student's attendance
- Photocopy of NRIC/Passport
- Medical reasons

A statement from a doctor stating:

1. the date the student's medical condition began or changed;
2. how the student's condition affected his/her ability to study; and
3. when it became apparent the student could not continue with his/her study.

- Family personal reasons

A statement from a doctor, counselor or independent member of the community stating:

1. the date the student's personal circumstances began or changed;
2. how the circumstances affected the student's ability to study; and
3. when it became apparent the student could not continue with his/her study.

- Employment related reasons

A statement from the student's employer stating:

1. the date the student's employment began or conditions of employment changed; and
2. how it prevents the student from continuing with his/her studies.

- Transfer

Student must provide the original (or verified) copy of fee receipt from the other PEO.

- Deposit into the following account:

Name of A/C holder:

Bank:

Address:

Account no:

SWIFT CODE:

Declaration by student

I understand that any charges incurred will be deducted from my refund

Signed by student / Date _____ Verified by / Date _____

Yes amount of refund is:

No, reason as follow:

Signed by Director _____ Date _____

- Acknowledge of receipt of refund
- Cheque No: _____

Name and signature of student _____ Date _____

The PEO is committed to maintaining the confidentiality of the Student's personal information and undertakes not to divulge any of the Student's personal information to any third party without the prior written consent of the Student.