

REFUND REQUEST FORM

SECTION 1: STUDENT'S PARTICULARS

Name	:	
Student ID/FIN	:	
Level Enrolled In	:	

SECTION 2: REFUND DETAILS

Refund Type	<input type="radio"/> Course Fee	<input type="radio"/> Miscellaneous Fee	<input type="radio"/> Excess Payment
	<input type="radio"/> Withdrawal from Course		<input type="radio"/> Deferment from Course
	<input type="radio"/> Others: _____		
Reasons for Refund Request			
Refund Options	<input type="radio"/> Bank Transfer		
	<input type="radio"/> Others: _____		
	<u>Bank Account Details</u>		
	Bank Name	:	
	Account No.	:	
	Account Name	:	
	Swift Code	:	
PayNow (No.): _____			
<input type="radio"/> Others: _____			

Student's / Parent's / Guardian's Signature	Date of Application

(Parents / Guardians will sign on behalf of students who are below 18 years old)

*Delete / strikethrough where inapplicable

SECTION 3: FOR OFFICIAL USE ONLY

Receipt of Refund Request (Including acknowledgement to requestor, within **2 working days** of receipt of refund request)

Received by	:		Designation	:	
Date	:		Signature	:	
Refund Amount (SGD)	:				

SECTION 4: FOR OFFICIAL USE ONLY

Computation Remarks and Details

Management Approval of Refund Request

<input type="radio"/> Approved		<input type="radio"/> Rejected			
Approved by	:		Designation	:	
Date	:		Signature	:	

SECTION 5: PAYMENT

Mode of Payment	:				
Done by	:		Designation	:	
Date	:		Signature	:	

Note: Attach copy of any other supporting documents of the refund.

SECTION 6: FINAL ACKNOWLEDGEMENT BY STUDENT / PARENT / GUARDIAN

Acknowledgement

I hereby acknowledged the receipt of the refund payment and that the refund computation was communicated to me.

Student's / Parent's / Guardian's Signature	Date of Acknowledgement

Note: Signed/Acknowledged to signify completion of Refund Request.