

Student Request Form

Type of transaction: (tick where applicable)

- Transfer Withdrawal Refund Others _____
- Deferment of Course Deferment of module

(A) Student's Particulars

Request Date: _____

Name of Student: _____

NRIC/ FIN No: _____ Contact No.: _____

Email Address: _____

Course Title: _____

Class Code: _____

Commencement Date: _____ End Date: _____

(B) Reasons of Request:

1. For Authorized Use Only:

Sales & Marketing Student Services):

1st Interview:

Name of Staff: _____

Comments: _____

Signature: _____ **Date:** _____

2nd Interview:

Name of Staff: _____

Comments: _____

Signature: _____ **Date:** _____

Approved By Assistant Manager/Manager of:

Sales & Marketing Student Services

Comments: _____

Approved By (Name): _____ **Signature:** _____

Date: _____

2. For Finance Use Only:

Receipt No: _____

Amount Payable by student: _____

For Refund only:

Name of Staff: _____ **Date:** _____

Refunded Amount: _____

Cheque No.: _____ **Issued Date:** _____

Remarks:

Approval By:

Finance Manager (Name): _____

Signature: _____ **Date:** _____

Exec. Director (Name): _____

Signature: _____ **Date:** _____