

COURSE WITHDRAWAL/REFUND REQUEST FORM

(Please write clearly in capital letters)

Section A: Personal Particulars	
Name of Student	
Student ID	
NRIC / FIN / Passport No.	
Student's Pass Expiry Date (if applicable)	
Mobile No.	
Email Address	
Course Enrolled	
Course Start Date	
Date of Last Lesson Attended	
Reason(s) for Course Withdrawal	

Section B: Mode of Refund if Approved (✓ where applicable)			
	Cheque	Cheque Payee Name	
	PayNow	PayNow Number	
	Singapore bank transfer	Please fill up bank account details below.	
	International telegraphic transfer		
Bank Name			
Bank Account Holder's Name			
Bank Account No.			
Bank Branch			
Bank Address			
Bank SWIFT / IFSC Code			



Section C: Applicant's Declaration	
I declare that the information provided is true and accurate to the best of my knowledge. I understand that the information contained in this form is collected for enrolment and administrative purposes, and that some information may be released for administrative purposes. Personal information will not be passed on to any external body without prior authorization, unless a valid legal request has been made.	
Applicant's Name & Signature	Date
Parent/Guardian's Name & Signature (for Applicants below 18 years old)	Date

Section D: For Official Use			
Received On		Received By	
Approved By		Designation	
Signature		Date	
Remarks			
Student Notified By	Email / WhatsApp / In-Person	Date	
Refund Details (if applicable)			
Total Course Fees Paid		Non-Refundable Amount	
% of Refund		Refund Amount	
Action Required			
Counselling		Issue Approval Letter	Cancel Student's Pass
Cancel FPS		Others	
Done By		Date	