

Course Withdrawal Form

Full Name (*as in ID*): _____

NRIC / FIN No.: _____

Course Start Date: _____ Batch No.: _____

Sales Invoice / Receipt No.: _____

Course Title: _____

Reason for withdrawal

All withdrawal is considered on case-by-case basis. Refund shall be based on withdrawal policy. Amount refundable is based on notice of withdrawal received date as follows:

- | <u>Period</u> | <u>Amount</u> |
|---|---------------------|
| (i) 7 working days prior to course commencement date: | 100% refund of fees |
| (ii) 3 - 6 working days prior to course commencement: | 50% refund of fees |
| (iii) 2 or less working days prior to the course commencement date: | No refund |

Signature & Date

For Official Use:

Management

Approved /Not Approved

Course Amount:

Paid amount:

Amount Refund:

Approved by:

Signed:

Date: