

Course Withdrawal & Refund of Fee Form

Student Number (if applicable)

1. Personal Details

Last Name	First Name	Other Names
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Name of Organisation

3. Course Details

Course Name	<input type="text"/>
Venue	<input type="text"/>
Date	<input type="text"/>

4. Receipt No.: _____

_____ Signature of Student	_____ Date
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Note: Please attach original copy of the receipt.

For Department Use Only

Department Name: _____

Course Code No.	<input type="text"/>
Total Course Fees	\$ <input type="text"/>
Total fees paid	\$ <input type="text"/>
Less fees charged	\$ <input type="text"/>
Total fees to be refunded/ charged	\$ <input type="text"/>
FNPF Member Name (full) <small>For fees that needs to be transferred to FNPF</small>	<input type="text"/>
FNPF Account No. (if applicable)	<input type="text"/>

Status of Student Account in ISMS:

- Accepted
- Active
- Withdrawn

Prepared By: _____	_____ Signature	_____ Date
Name		

Approved By: _____	_____ Signature	_____ Date
Name		

For Accounts Use Only

Total fees refunded: \$ _____ **Cheque No:** _____

_____ Signature (MAS)	_____ Date
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_____ Signature Student)	_____ Date
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NOTE: Deadline for the receipt of Application.

- A full refund shall be given for withdrawals made 7 or more days before the commencement of the course.
- A 20% administration cost shall be charged for withdrawals made less than 7 days before the commencement of the course.
- Only 50% of the course fee shall be refundable for withdrawals made after attendance of up to 25% of a course that runs for more than two days.
- There shall be no refund after attendance of more than 25% of a course that runs for more than two days.
- There shall be no refund for withdrawals after the commencement of a 1 or 2 day course.
- Only 50% of the course fee shall be refundable for non attendance after the commencement of the course.