

To: Ms Betty Tay (Before Start of Term - Pls refer to Section III)
 ITE HQ Admissions Department - Fax: 65902522



APPLICATION FOR WITHDRAWAL / FEE REFUND (Part-time Higher Nitec / Nitec / ISC)

*Serial No

Notes:

1. This form may take you about 5 minutes to complete.
2. The completed form is to be submitted over the counter at any ITE Customer & Visitor Centre (CVC) or to Admin Office of College enrolled in.
3. Withdrawal is **not** encouraged and will be subject to the prevailing refund policy:

Application for Refund

- Application received 2 weeks or more before start of term/course*
- Application received less than 2 weeks before start of term/course*
- **Application received after start of term/course***

Refund Amount

- 100% of fees paid
- 50% of fees paid
- No refund**

* For Full-time courses, term start date is used. For CET courses, course start date is applicable.

4. SkillsFuture Credit is not recognised for fee payment/refund purpose arising from course withdrawal on or before start of term/course. Depending on when applicant withdraws from course, and the non SkillsFuture Credit component used at application, the student may have to pay fees arising from the course withdrawal.
5. All requests for refund are not guaranteed and are subject to approval by ITE.
6. **Refunds will be made via PayNow. Please register with your bank and link your NRIC number to your receiving bank account. For details on how to link your NRIC to your bank account to receive refund by PayNow, please check directly with your bank.**

SECTION I : To be completed by APPLICANT - PARTICULARS OF APPLICANT

NRIC/FIN No: - Contact No: _____ (Office/Home) _____ (Handphone)

Name:

Address: _____

Postal Code: _____ Email Address: _____

DETAILS OF MODULE - TO BE COMPLETED BY CET STUDENT ONLY

1) Module Code Class No College Intake 20 Jan/Apr/Jul/Oct

2) Module Code Class No College Intake 20 Jan/Apr/Jul/Oct

USE OF SKILLSFUTURE CREDIT FOR PAYMENT OF FEES

- 1) Did you use SkillsFuture Credit for payment of fees? Yes No
- 2) Have you cancelled your SkillsFuture Credit claim* Yes No

*Please cancel your SkillsFuture Credit claim in SkillsFuture Credit Portal (<http://www.skillsfuture.sg/credit>) on/before the term/course start date. Applicants will not be able to cancel their SkillsFuture Credit claim after the term/course start date.

DECLARATION

- 1) I declare that the information provided by me in this application, is true and correct to the best of my knowledge.
- 2) I agree that my application for withdrawal/fee refund will be subject to ITE's prevailing refund policy and academic rules.

Applicant's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

WITHDRAWAL BEFORE START OF COURSE

SECTION II : To be completed by CVC Officer

Refund Quantum: 100% / 50% / Nil (Pls circle) Date student dropped from class(es) _____

_____ Signature & Date

Name & Designation of CVC Officer _____

SECTION III : To be completed by AM Dept before start of course

Refund Amount: \$ _____ Refund Amount Verified by: (Name) _____

Approved By: _____

_____ Signature & Date

Name & Designation _____

WITHDRAWAL AFTER START OF COURSE

SECTION IV : To be completed by CVC Officer

Application received by:

Name & Designation of CVC Officer

Signature & Date

SECTION V : To be completed by Section Head (For applications approved for withdrawal)

Module(s) graded 'Withdrawn' and updated in iStudent on _____ (date).

Name & Designation of SH

Signature & Date

SECTION VI : To be completed by College

Refund Quantum: 100% / 50% / Nil (Please circle)

Refund Amount: \$ _____

Approved by: Principal / DCE / Others, please indicate _____

Certified that refund is with appropriate approval and iStudent is updated.

Name & Designation

Signature & Date

**Serial No - First 4 characters denote College last 4 characters denote running serialized number, eg GESM0001, CESM0002, etc.*

Sep 2019