

This form may take you 5 minutes to complete. You are advised to read the following terms and conditions carefully before completing the form. The data provided to Singapore Polytechnic will be kept strictly confidential and used for the purpose of this application only. Thank you.

TERMS & CONDITIONS:

- This form is only applicable for courses conducted by Professional & Adult Continuing Education (PACE) Academy, Singapore Polytechnic.
- You shall settle all outstanding bills with the Polytechnic prior to submission of this form.
- Each request will take 5 working days.
- A PACE officer will contact you once your request is ready for collection.

Name of Participant (As in NRIC/FIN/Passport)			
NRIC/FIN/Passport No.			
Contact Number		Email	
Course Title			
Request	<input type="checkbox"/> Letter to certify current SP student status <input type="checkbox"/> Exam time-table to apply for exam leave <input type="checkbox"/> Letter to certify attendance <input type="checkbox"/> Certification letter for successful completion of Modular Certificate / Diploma		
Other Request			
Reason(s)			

Declaration

I certify that all information provided in this form is correct and I understand that terms and conditions of appeal apply.

Signature of Applicant: _____ Date: _____

For Official Use			
Received by		Date	
Remarks			