

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. Thank you.

TERMS & CONDITIONS:

1. This form is only applicable for courses conducted by Professional & Adult Continuing Education (PACE) Academy.
2. You shall settle all outstanding bills with the Polytechnic prior to submission of this form.
3. All appeals against a failed test/ examination must be lodged within 4 working days from the release date of the Examinations Results. Appeals made after the deadline will not be entertained. Please note that only ONE such appeal can be lodged. No re-appeals are permitted.
4. Appeal application is subject to the approval by the Polytechnic. The Polytechnic’s decision is final and no reason will be given.
5. You will be notified of the outcome of your appeal via email 10 working days after the submission date of this form. All applications will be processed on a first-come-first-served basis.

Request	<input type="checkbox"/> Appeal against a failed test/ examination results <input type="checkbox"/> Request to print letter of certification/transcripts/student cards <ul style="list-style-type: none"> A non-refundable fee of S\$21.40 (inclusive of GST) will be charged for each of the above request Applications will be processed only after all supporting documents are submitted and payment made at PACE Academy Applicants can only make payment by NETS at the PACE Academy Counter at T1A12 		
Other Request			
Name of Participant (As in NRIC/FIN/Passport)			
NRIC/FIN/Passport No.			
Contact Number		Email	
Course Title			
Reason(s)			
Supporting Documents			

Declaration

I confirm that the particulars and information furnished in this form and any accompanying documents are true and accurate to the best of my knowledge. I have read and understood the terms and conditions. I agree that the personal information I am providing in this form can be used by Singapore Polytechnic for the purpose of this application.

Signature of Applicant: _____

Date: _____

For Official Use			
Received by		Date	
Remarks			
Application Status: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected			
_____ Director PACE Academy		_____ Date	