



**Request Form**  
**(for PTD/AD/SD Courses)**  
PACE-FRM-126(E)-02

*This form may take you 5 minutes to complete. The data provided to Singapore Polytechnic will be kept strictly confidential and used for the purpose of this application only. Thank you.*

**Notes to Student/Applicant:**

- This form is only applicable for Part-Time Diploma or Post Diploma courses conducted by PACE Academy.
- You shall settle all outstanding bills with the Singapore Polytechnic prior to submission of this form.
- Each request will take 5 working days. You will be notified via email once your request is completed.

<b>Part I</b>				
<b>APPLICANT'S/STUDENT'S PARTICULARS</b>				
Name (As in NRIC/FIN)				
NRIC/FIN No.		Student ID (if any)		
Contact No.		Email		
Course Title				
<b>Part II</b>				
<b>TYPES OF REQUEST</b>				
<b><u>(A) Certification Letter</u></b>				
<input type="checkbox"/> Current SP student status <input type="checkbox"/> Completion of Course <input type="checkbox"/> Exam Timetable for leave application <input type="checkbox"/> Attendance Rate: 20__ April / October (circle one)				
<b><u>(B) Reprint/Replacement of Certificate(s)/Transcript/Student Card:</u></b>				
<i>A non-refundable administrative fee will be charged respectively.</i>				
✓	<b>Request Description</b>	<b>Unit Cost (incl. GST)</b>	<b>Qty</b>	<b>Total S(\$) (incl. GST)</b>
	Academic Transcripts	\$10.70		
	Full-Qualification Certificate: #Only 1 replacement is allowed per graduate for each course completed	\$21.40		
	Modular Certificate (MC): <b>\$21.40 (incl. GST) per MC</b> <input type="checkbox"/> MC1 <input type="checkbox"/> MC2 <input type="checkbox"/> MC3 <input type="checkbox"/> MC4 <input type="checkbox"/> MC5	\$21.40		
	Post Diploma Certificate (PDC): <b>\$21.40 (incl. GST) per PDC</b> <input type="checkbox"/> PDC1 <input type="checkbox"/> PDC2 <input type="checkbox"/> PDC3 <input type="checkbox"/> PDC4	\$21.40		
<b><u>(C) Syllabus Request:</u></b> <i>A non-refundable administrative fee will be charged respectively</i>				
	<b>Local: \$10.70 (incl. GST) per set</b> Name of Institution: _____ Email Address: _____	\$10.70		
	<b>Overseas: \$21.40 (incl. GST) per set</b> Name of Institution: _____ Email Address: _____	\$21.40		
<b><u>(D) Other Request &amp; Reason</u></b> (Subject to review and approval)				

**Declaration**

I declare that all information provided in this form is true and correct to the best of my knowledge and I have not suppressed any material fact.

Signature of Student/Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



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For Official Use Only					
Received by		Date			
<b>Payment of Admin Fee(s)</b>					
Course ID	Fee Description	Unit Cost (incl GST)	Qty	Amt Paid	Receipt No.
501774	Admin Fee for Reprint Academic Transcript	\$10.70			
501777	Admin Fee for Certificate Replacement (per Certificate/MC/PDC)	\$21.40			
501775	Admin Fee for Syllabus Report (local)/set	\$10.70			
501776	Admin Fee for Syllabus Report (overseas)/set	\$21.40			
Confirmed By		Date			
Processed By		Date			
Remarks					