



**NOTIFICATION OF WITHDRAWAL FROM DIPLOMA-PLUS PROGRAMME**

This form may take you 2 minutes to fill in. The personal data provided to Singapore Polytechnic (SP) will be kept strictly confidential and be used for the purpose of application for withdrawal from the Diploma-Plus Programme.

**REGULATIONS**

1. Charging of Fees: Students withdrawing after the start of the semester are liable to pay fees. For withdrawals **received within the 1<sup>st</sup> week** of the semester, students are liable for 25% of the fees. For withdrawals **received after the 1<sup>st</sup> week** of the semester, students are liable for 100% of the fees for that semester.
2. **Students are not allowed to withdraw during the official examination period. For any withdrawals received upon the start of and during the conduct of the semestral exam, the student will be considered to have sat for the exam and may be removed. If the student is not removed, the withdrawal date will be post-dated to the day the semestral results are released.**
3. SP reserves the right to take any appropriate action it deems necessary where a student fails to comply with withdrawal procedures & regulations.

**PROCEDURES**

1. Student must submit the form to their Course Coordinator.
2. Course Coordinator will forward the withdrawal form to Admissions Office for processing.

Admission No: _____ Tel (H): _____ Handphone: _____			
Name: _____ Full-Time Diploma Course _____			
<b>Diploma-Plus Course:</b> Certificate in _____			
Reason for Withdrawal: "Reason Code" _____ (refer to codes given below)			
I declare that I have read, understood and agree to abide by the regulations & procedures stated above.			
_____ Signature of Student		_____ Date	
Reasons For Withdrawal			
Reason	Code	Reason	Code
Cannot cope with the course	CC	Parent ill	PA
Lost interest in the course	LI	Help in family business	FB
Family Problems	FG	Financial difficulties	FD
For Official Use Only			
<b>Course Coordinator</b> (Please make a copy for your file)		<b>Admissions Office</b> SAS updated : Y / N	
		Remarks :	
_____ Name and Signature		_____ Signature	
_____ Date		_____ Date	