



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.

Part I APPLICANT'S/STUDENT'S PARTICULARS				
Name (As in NRIC/FIN)				
NRIC/FIN No.		Student ID (if any)		
Contact No.		Email		
Course Title				
Part II TYPES OF REQUEST				
(A) Certification Letter				
<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) Reprint/Replacement of Certificate(s)/Transcript/Student Card:				
<i>A non-refundable administrative fee will be charged respectively.</i>				
✓	Request Description	Unit Cost (incl. GST)	Qty	Total S(\$) (incl. GST)
	Student Card (Replacement)	\$10.70		
	Academic Transcripts	\$10.70		
	Full-Qualification Certificate: #Only 1 replacement is allowed per graduate for each course completed	\$21.40		
	Modular Certificate (MC): \$21.40 (incl. GST) per MC <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): \$21.40 (incl. GST) per PDC <input type="checkbox"/> PDC1 <input type="checkbox"/> PDC2 <input type="checkbox"/> PDC3 <input type="checkbox"/> PDC4	\$21.40		
(C) Syllabus Request: <i>A non-refundable administrative fee will be charged respectively</i>				
	Local: \$10.70 (incl. GST) per set Name of Institution: _____ Email Address: _____	\$10.70		
	Overseas: \$21.40 (incl. GST) per set Name of Institution: _____ Email Address: _____	\$21.40		
(D) Other Request & Reason (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			
Payment of Admin Fee(s)					
Course ID	Fee Description	Unit Cost (incl GST)	Qty	Amt Paid	Receipt No.
501773	Admin Fee for Student Card Replacement	\$10.70			
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					