Course Withdrawal / Refund Form

PACE-FRM-126-02

Note and Instruction

1. Withdrawal application is subject to approval by the Singapore Polytechnic. The Polytechnic's decision is final.
2. Terms and Conditions apply. Please visit www.pace.sp.edu.sg for more information.
   i) Participants **shall settle all outstanding bills** prior to withdrawal. The portion of course fee to be refunded is based on the submission date of Withdrawal Application Form as follows:
      a. On or after date of commencement - No refund
      b. TWO (2) weeks before the commencement of the course - Full refund of paid course fee
      c. Less than TWO (2) weeks before commencement of the course - 70% refund of paid course fee
   ii) Online Courses are non-refundable.
   iii) Students attending MOE Part-time diploma or Post-Diploma courses 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. The withdrawal date will be post-dated to the day semestral results are released.
3. Please submit the completed form at PACE Academy, Singapore Polytechnic or email to: pace@sp.edu.sg. Incompleted form will be rejected.

Participant Name (As in NRIC/FIN/Passport)					
NRIC/FIN/ Passport No.		Contact No.		Email	
Course Title				Start Date	/ / (DD / MM / YYYY)
Refund/Withdrawal: a. Reason(s), and b. Attachment of Supporting Documents	Please cross " **X** " for : Reason(s) — Supporting Documents(s) 1. ☐ Course Cancelled 2. ☐ Medical — ☐ Medical Certificate, etc. 3. ☐ Work Commitments — ☐ Employer's Letter 4. ☐ Personal/Others — ☐ Personal/Others Supporting Doc Please Specify : _____ (Attach a separate write-up if required)				
Mode of Refund	Please cross " **X** " for the below and provide the details required. 1. ☐ Cheque, Payee Name: _____ (As per Bank Account) Bank Name: _____ Bank Account No.: _____ (As per Payee Name) (Notification will be sent once cheque has been deposited) 2. ☐ Telegraphic Transfer ***(Important Note: Bank Charges will be borne by the participant)*** Account Name: _____ Account No.: _____ Bank Name: _____ Bank Branch Name: _____ Bank Address: _____ Intermediary Bank and Address: _____ _____ Swift Code: _____ IFSC: _____ Home Address: _____ Country: _____ 3. ☐ Foreign participants without local bank account. Self-collection of "Open Cheque" at PACE Academy, Singapore Polytechnic.				

SP PACE ACADEMY

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Declaration:

1. I certify that I understand that terms and conditions of withdrawal apply. All information provided in this withdrawal application form is correct and are in order.
2. I agree that
   a. If I chose the Telegraphic Transfer refund mode, I will borne the bank charges for this transfer.
   b. The personal information I am providing in this form can be used by the Singapore Polytechnic for the purpose of considering my withdrawal from the stated course.

Name:_____ Signature of Applicant: _____Date:_____ /_____/_____
(DD / MM / YYYY)

For PACE Official Use

Received By	_____ /_____ Date: _____ /_____ /_____ (Name Stamp) (Signature) (DD / MM / YYYY)
Reviewed By (Programme Administrator)	Remarks : _____ _____ Review Status: Supported : ☐ No Refund ☐ 70% Refund ☐ Full Refund ☐ Not Supported _____ /_____ Date: _____ /_____ /_____ (Name Stamp) (Signature) (DD / MM / YYYY)
Approved by (Manager)	Remarks : _____ _____ Application Status: ☐ Approved ☐ Rejected _____ /_____ Date: _____ /_____ /_____ (Name Stamp) (Signature) (DD / MM / YYYY)