



### NOTIFICATION OF WITHDRAWAL FROM COURSE

*This form may take you 2 minutes to fill in. You are advised to read the following regulations carefully before completing the form. The data provided to Singapore Polytechnic (SP) will be kept strictly confidential and be used for the purpose of application for withdrawal from course.*

1. Charging of Fees: Students withdrawing from SP are liable to pay fees. For withdrawals received:
  - a. **before the commencement** of semester, students may obtain a full refund of tuition fees for that semester. New students will have to pay an administrative fee of \$50.
  - b. **within the 1st week** of semester, students are liable for 25% of the tuition fees for that semester.
  - c. **after the 1st week** of semester, students are liable for 100% of the tuition fees.

There is no refund on Students' Union fees regardless of the time of withdrawal.

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 semestral results are released.
3. Students must return all property belonging to SP and settle all outstanding bills prior to the submission of this form. Students with **outstanding fees are not allowed to withdraw before they have paid the fees**. Any withdrawals received will be processed after the outstanding fees have been cleared by the Finance Department. For withdrawals received during the official semestral exam period, refer to Point (2).
4. Students who have been paying their fees by GIRO should submit their Bank's relevant 'termination form' to their Bank to cancel their GIRO payment order.
5. Students under 21 are to obtain their parent's / guardian's signature. Full-time students are also to see their Course Chair and obtain their Director's signature. All students must then proceed to the Library for clearance and submit the form to Student Service Centre personally or mail the form to Admissions Office.

#### Part I: To be completed by student

Admission No: \_\_\_\_\_ Age: \_\_\_\_\_ Home Tel / Handphone: \_\_\_\_\_

Name: \_\_\_\_\_ Course: \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_ (refer to the possible reasons given on the next page)

1. I have read, understood and agree to abide by the above regulations.
2. I will return my EZ-Link Card (Diploma Student Concession Card) to the TransitLink Card Replacement Office within 7 days (for full-time students only).
3. I will return my Student Pass to Immigration & Checkpoints Authority (ICA) within 7 days (for international students only).

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

#### Part II: To be completed by parent / guardian if student is below 21

I am aware of and support my child's / ward's withdrawal from the Polytechnic course.

\_\_\_\_\_  
Name & Signature of Parent / Guardian

\_\_\_\_\_  
Date

**Reasons for Withdrawal**

Category	Reason
Can't Cope with Course	Cannot cope with the course
Employment	Work commitments
	Going to work overseas
Family	Family problems
	Parent ill
	Help in family business
	Financial difficulties #
Joining Other Institutions	Going to study overseas
	Joining Ngee Ann Polytechnic
	Joining Nanyang Polytechnic
	Joining Republic Polytechnic
	Joining Temasek Polytechnic
	Joining Millenia Institute
	Joining Junior College
	Joining ITE
	Joining University Programmes locally
Lost Interest	Lost interest in the course
Medical	Medical (General)
	Medical (Mental)
National Service	Called up for National Service
Others	Disciplinary Action
	Emigrated
	Return to Home Country
	Committed crime (Convicted)
	Other reasons not listed, please specify

# Full-Time students withdrawing on financial grounds should consult the Student Counsellor for advice on Financial Assistance Schemes. Further information is available from the Student Counsellor at the Student Service Centre (SSC @ T16 Level 1).

FOR OFFICIAL USE ONLY			
<b>Course Chair's Comments:</b>			
<p style="text-align: center;"><b>Director of School</b> (For full-time students only)</p>     <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">School Stamp, Signature &amp; Date</p>	<p style="text-align: center;"><b>Library</b></p> <p>Lib Books:    ( ) returned                          ( ) not returned                          ( ) reported lost</p>     <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Library Stamp, Signature &amp; Date</p>	<p style="text-align: center;"><b>Admissions Office</b></p> <p>SAS updated on: _____</p> <p>Letter sent on : _____</p>     <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Signature &amp; Date</p>	
cc Course Chair, _____	Director, INP	Director, DSS	Manager (Circulation), Library