

- This is used to apply for withdrawal of course in Professional & Adult Continuing Education (PACE) Academy.
- Withdrawal application is subject to approval by the Polytechnic. The Polytechnic's decision is final.
- Terms and conditions apply. Please visit pace.sp.edu.sg for more information.
- Please submit the completed form at PACE Academy, Singapore Polytechnic or email to pace@sp.edu.sg.

Name of Participant (As in NRIC/FIN/Passport)			
NRIC/FIN/Passport No.			
Payee name (This will be the name on the cheque)			
Contact Number		Email	
Course Title			
Course Start Date (DD/MM/YYYY)		Course End Date (DD/MM/YYYY)	
Reason(s) for Withdrawal			
Supporting Documents for Withdrawal	<input type="checkbox"/> Employer's Letter <input type="checkbox"/> Medical Certificate <input type="checkbox"/> Others If Others, please specify:		
Method of collection	<input type="checkbox"/> Self-collect <input type="checkbox"/> Mail to home (Please confirm your mailing address) : _____		

Declaration

I certify that all information provided in this withdrawal application form is correct and I understand that terms and conditions of withdrawal apply. I agree that 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.

Signature of Applicant: _____ Date: _____

For Official Use			
Received by		Date	
Remarks			
Application Status:	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	
<p>_____</p> <p>Manager PACE Academy</p>		<p>_____</p> <p>Date</p>	

Terms and Conditions

Participants shall settle all outstanding bills with the Polytechnic prior to withdrawal. The portion of course fee to be refunded is based on the submission date of Withdrawal Application Form as follows:

- On or after date of commencement – **No refund**
- 2 weeks before the commencement of the course - Full refund of paid course fee
- Less than 2 weeks before commencement of the course - 70% refund of paid course fee