



REQUEST FOR SUPPLEMENTARY TUTORIAL FORM

IMPORTANT:

Please read the terms and conditions before completing this form.
Students **MUST** acknowledge payment and submission by signing this form as required below.

SUBMISSION DEADLINE:

**At least 2 weeks before date of
Supplementary Exam**

BATCH NO. / _____
CLASS: _____

FULL NAME: _____ CONTACT NO(s): _____

STUDENT ID (SID): _____ E-MAIL: _____

Please indicate all information **clearly*

S/N	SUPPLEMENTARY PAPERS (Module Title)	SUPPLEMENTARY EXAM DATES
1.		
2.		
3.		
4.		

For Official Use Only

<i>* Please delete whichever is inapplicable</i>	Supplementary Tutorial Payment Details
Receipt Number:	
Date of Payment:	
Total Amount Paid:	
Paid via Cash / Cheque / Nets / Visa*	
Received by (MDIS Staff) Name & Signature:	

TERMS & CONDITIONS

- Per module fee (including GST) for the supplementary tutorial session (3 hours) is
 - S\$54.00 for Pre-degree Programmes
 - S\$108.00 for Bachelor and Master Degree Programmes
 - S\$216.00 for School of Tourism & Hospitality's Practical Component
- Submission of this form together with payment must be by the given deadline. Late submissions will not be entertained.
- Incomplete forms without student's signature will not be processed.
- Students must show their Notification of Supplementary Exam when submitting their request for supplementary tutorials.
- The tutorial session will be scheduled at least 1 week prior to the date(s) of the supplementary examination(s).
- Please note that there will be **no refund** once payment is made or if student missed the supplementary tutorial(s).
- Student Coordinator will send an acknowledgement and confirm the schedule for the supplementary tutorial(s) via e-mail upon receiving the form and payment.

I have read and understood the terms and conditions as stipulated above.

Signature of Student

Date