

Change of Student Status

CHANGE OF PROGRAMME

Name of Student:	
Student ID (SID):	Batch No.:
Contact Number(s) :	
Email Address:	
Current Programme:	
New Programme:	

I, _____ (SID : _____),
request to change my programme due to, _____
_____.

I understand and agree to the following terms and conditions:

- Application must be submitted at least 1 month prior to the commencement of new programme that student is applying for, supported with application fee of S\$108.00 (inclusive of 8% GST) for first change of programme, which is non-refundable regardless of the application outcome.
- Any further change of programme requested by the same student, application fee of S\$270.00 (inclusive of 8% GST) is chargeable, which is non-refundable regardless of the application outcome.
- The refund policy for the current programme shall apply and students shall be required to settle any outstanding payment of the current programme prior to application.
- Course fees may vary and students shall make good for any outstanding upon successful processing of the application.
- Prior to the approval of the application, students shall remain in their current programme. Approval of application is at the sole discretion of the Institute; and students with unsuccessful application shall remain in their current programme.

Signature of Student & Date

FOR OFFICIAL USE (*delete where applicable)

Reasons for Change of Programme:

- Intake cancelled (COP fees waived)
- Programme teach-out (COP fees waived)
- Others

Name/ Signature/ Date

Comments by Student Coordinator:

Comments by HOS:

Name/ Signature/ Date

Name/ Signature/ Date

Receipt Number:

Date of Payment:

Total Amount Paid:

Paid via *Cash/ *Cheque/ *NETS/ *Visa

- Contract • COL • FPS
- VAM / Deskera
- Class Report
- New Course Schedule
- University Application Form (where applicable)
- STP renewal (where applicable)