



## Refund Request Form

### Student Particulars

**Name** : **Student No.** :  
**Email** : **Contact No.** :  
**Course Enrolled** :

### Refund Details

Refund Type	<input type="checkbox"/> Course Fee and Material Fee <input type="checkbox"/> Miscellaneous Fee <input type="checkbox"/> Excess Payment <input type="checkbox"/> Others: _____
Reasons for Refund	
Refund Options	<input type="checkbox"/> Cash <input type="checkbox"/> Collect Cheque in person <input type="checkbox"/> Telegraphic transfer <input type="checkbox"/> Others : _____

Student / Parent / Guardian's Acknowledgement of Refund Request If child below 18 must be acknowledged by parent/guardian.

**Acknowledged by** : **Student / Parent / Guardian** (\*Please delete as appropriate)

<b>Name</b> :	<b>Signature</b> :
<b>Date</b> :	



Acknowledgement of Refund Request

<b>Received by :</b>	
<b>Name :</b>	<b>Signature :</b>
<b>Designation :</b>	
<b>Date :</b>	

**Refund Amount Computation Remarks and Details**

Add guided info:  
Course fee (weekly fee x no of week)  
Material fee  
Etc...

Agreed by Student / Parent / Guardian (If child below 18 must be signed by parent/guardian)  Name: _____  Signature: _____ Date: _____
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**Refund Amount (SGD) :** \_\_\_\_\_

Approval of Refund Request

<b>Refund is :</b> <input type="checkbox"/> Approved <input type="checkbox"/> Rejected	<b>Signature :</b>
<b>Approver's Name :</b>	
<b>Designation :</b>	
<b>Date :</b>	

Payment

<b>Processed by :</b>	
<b>Mode of Payment :</b>	<b>Signature :</b>
<b>Name :</b>	
<b>Designation :</b>	
<b>Date :</b>	

\*Note: To attach supporting documents of the refund

Receipt of Refund Amount (If child below 18 must be acknowledged by parent / guardian)

<b>Acknowledgement by Student / Parent / Guardian :</b>	
<b>Name :</b>	<b>Signature :</b>
<b>Date :</b>	