



Refund Request Form

SECTION 1: STUDENT'S PARTICULARS

Student's Name :

Student ID/Fin No. :

Course Enrolled :

SECTION 2: REFUND DETAILS

Refund Type

☐ Course Fee

☐ Miscellaneous Fee

☐ Excess Payment

☐ Others : _____

Reasons for Refund Request

Note: Attach copy of any other supporting documents for the refund.

Submitted By:

Name : _____

Date : _____

Signature : _____

(To be signed by Parent / Legal Guardian if student is below 18 years old)

SECTION 3: INTERVIEW & REFUND COMPUTATION

Refund Options

☐ Telegraphic transfer (Available only for international students and students based overseas)

Bank Account Details

Bank Name : _____

Account No. : _____

Account Name : _____

Swift Code : _____

Payee Location : _____

Country, State/Province, Town/City, Street, Floor/Room, Postal Code

☐ Others : _____

Name : _____

Date : _____

Signature : _____

(To be signed by Parent / Legal Guardian if student is below 18 years old)



For Official Use Only

Computation of Refund :

(To be filled in by Staff)

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Interview Remarks :

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Conducted by :

Designation :

Date :

Signature :

Refund Amount (SGD) :

SECTION 4: MANAGEMENT APPROVAL

Management Approval of Refund Request

☐ Approved

☐ Rejected

Name :

Designation :

Date :

Signature :

SECTION 5: PAYMENT

Mode of Payment :

Done by :

Designation :

Date :

Signature :

SECTION 6: FOR OFFICIAL USE ONLY

	Date	Remarks
☐ Notify Students of Refund Payment		
☐ Update List of Refunds		

Updated By :

Designation :

Signature :