



Methods to submit:

- 1) Email: contactus@sp.edu.sg
- 2) Personally drop it off at: One Stop Centre (OSC) Block 16, Level 2
- 3) Mail to: Singapore Polytechnic Admissions Office 500 Dover Road, Singapore 139651

NOTIFICATION OF WITHDRAWAL FROM COURSE

This form may take you 2 minutes to fill in. You are advised to read the following regulations carefully before completing the form. The data provided to Singapore Polytechnic (SP) will be kept strictly confidential and be used for the purpose of application for withdrawal from course.

- Charging of Fees: Students withdrawing from SP are liable to pay fees depending on when the withdrawal is submitted. See the table below. New students withdrawing before the commencement of the semester are also liable for an administrative fee of \$50.

Withdrawal Date	Tuition Fees	Students' Union Entrance and Subscription Fees	Other Fees
Before commencement of semester	Full refund	No refund	Full refund
Within the 1 st week	Refund 75%	No refund	Full refund
After the 1 st week	No refund	No refund	No refund

- Students are **not allowed to withdraw during the official examination period**. For any withdrawals received upon the start of and during the conduct of the semestral exam, the student will be considered to have sat for the exam and may be removed. If the student is not removed, the withdrawal date will be post-dated to the day semestral results are released.
- Students must return all property belonging to SP and settle all outstanding bills prior to the submission of this form. Students with **outstanding fees are not allowed to withdraw before they have paid the fees**. Any withdrawals received will be processed after the outstanding fees have been cleared by the Finance Department. For withdrawals received during the official semestral exam period, refer to Point (2).
- Students who have been paying their fees by GIRO should submit their Bank's relevant 'termination form' to their Bank to cancel their GIRO payment order.
- Students under 21 are to obtain their parent's / guardian's signature. Full-time students are also to see their Course Chair and obtain their Director's signature. All students must then proceed to the Library for clearance and submit the form via the methods listed at the top of form.
- Singapore PR and International students who are awarded Tuition Grant and withdraw from their course without graduating are liable for Liquidated Damages for the Tuition Grant received for their course of study. Students are strongly advised to consider the implications, especially financial implications, before early withdrawal from their course.

Part I: To be completed by student	
Admission No: _____ Age: _____ Home Tel / Handphone: _____	
Name: _____ Course: _____	
Reason for Withdrawal: _____ (refer to the possible reasons given on the next page)	
<ol style="list-style-type: none"> 1. I have read, understood and agree to abide by the above regulations. 2. I will return my EZ-Link Card (Diploma Student Concession Card) to the TransitLink Card Replacement Office within 7 days (for full-time students only). 3. I will return my Student Pass to Immigration & Checkpoints Authority (ICA) within 7 days (for international students only). 	
_____ Signature of Student	_____ Date
Part II: To be completed by parent / guardian if student is below 21	
I am aware of and support my child's / ward's withdrawal from the Polytechnic course.	
_____ Name & Signature of Parent / Guardian	_____ Date

Reasons for Withdrawal

Category	Reason
Can't Cope with Course	Cannot cope with the course
Employment	Work commitments
	Going to work overseas
Family	Family problems
	Parent ill
	Help in family business
	Financial difficulties #
Joining Other Institutions	Going to study overseas
	Joining Ngee Ann Polytechnic
	Joining Nanyang Polytechnic
	Joining Republic Polytechnic
	Joining Temasek Polytechnic
	Joining Millenia Institute
	Joining Junior College
	Joining ITE
	Joining University Programmes locally
Lost Interest	Lost interest in the course
Medical	Medical (General)
	Medical (Mental)
National Service	Called up for National Service
Others	Disciplinary Action
	Emigrated
	Return to Home Country
	Committed crime (Convicted)
	Other reasons not listed, please specify

Full-Time students withdrawing on financial grounds should consult the Student Counsellor for advice on Financial Assistance Schemes. Further information is available from the Student Counsellor at the One Stop Centre (OSC @ T16 Level 2).

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<p>Personal Tutor's Comments:</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>			
<p>Course Chair's Comments:</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>			
<p style="text-align: center;">Director of School (For full-time students only)</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/> <p style="text-align: center;">Name, Signature & Date</p>	<p style="text-align: center;">Library</p> <p>Lib Books: () returned () not returned () reported lost</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/> <p style="text-align: center;">Name, Signature & Date</p>	<p style="text-align: center;">Admissions Office</p> <p>Personal tutor comments entered on: _____ SAS updated on: _____ Letter sent on : _____</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/> <p style="text-align: center;">Name, Signature & Date</p>	
<p>cc Course Chair, _____ Director, INP Director, DSS Manager (Circulation), Library</p>			