**STUDENT REFUND REQUEST FORM**

**CONFIDENTIAL**

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| **Student Particulars** |
| **Name of Student** | **Student ID No.**  | **Contact No.** | **Citizenship** |
| **Academic Year / Semester** | **Email Address** | **Class/Programme** |
| **Type of Refund (please tick):*** School Fee
* Other: \_\_\_\_\_\_\_\_\_\_\_
 | **Reason for Refund (please tick):** * Withdrawal
* Student Pass – ICA Rejection
* Unable to meet IELTS Requirement
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **The refund will be paid to you through the same mode we have received your fee payment.** Please type in the necessary details below:* If you have paid by cash/cheque/NETS/iBanking/Fund Transfer, your refund will be paid to you by GIRO.

 Name as in Bank Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Bank:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* If you have paid by credit card, your refund will be paid to your credit card account.
* If you have paid by Flywire/Telegraphic Transfer, your refund will be paid to you by Telegraphic Transfer.

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| --- | --- |
| Bank Account Name |   |
| Bank Account Number |   |
| Swift Code |   |
| Bank Code |   |
| Branch Code |   |
| Bank Name |   |
| Branch |   |
| Address |   |
|   |   |
|   |   |

**If you are not the payee, please state your relationship with the payee. Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Please note that additional bank charges will be borne by you if you have furnished incorrect bank details to us.** |
| **By signing and submitting this form, I declare that I understand the following:*** **The information given above is true and correct to my best knowledge.**
* **I authorize the refund to be made to the named payee above and I will not dispute about this after the refund is made.**
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| **Signature (Student/Applicant**)**Date:**  |

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| **For Finance ONLY** |
| **Total Amount to be Refunded**  | **S$** |
| **Fund** | **CC** | **Account** | **Program** | **Activity** | **Description** | **Amount (S$)** |
| 000 | 0000 | 2020 | 0000 | 0000 | Accounts Payables Others - Students |  |
| 000 | 0000 | 2301 | 0000 | 0000 | GST Output |  |
| 000 | 0000 | 2023 | 0000 | 0000 | Accounts Payables Others - Misc |  |
| 000 | 0000 | 1920 | 0000 | 0000 | Bank - NF |  |
| **Action Taken By:** **Date:**  | **Checked and Approved By: (Asst Manager / Manager)** **Date:**  |