**STUDENT REFUND REQUEST FORM**

**CONFIDENTIAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.  |  |  | | --- | --- | | 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.** |

|  |
| --- |
| **Signature (Student/Applicant**)  **Date:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** | | | |