

For Official Use only:	
Amount	
Receipt No.	
Date	

## PROGRESSION FORM

Standalone   
  Package   
  Full-Time   
  Part-Time   
 PC/CM: \_\_\_\_\_

Current Batch No.: \_\_\_\_\_   
 Progressing Batch No.: \_\_\_\_\_

Progressing Course Start Date.: \_\_\_\_\_   
 Progression Rebate (if any) \_\_\_\_\_

Name: Mr / Mrs / Miss \_\_\_\_\_

NRIC No. / FIN: \_\_\_\_\_    Gender: F / M

Address: \_\_\_\_\_ Singapore \_\_\_\_\_

Home Telephone No.: \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email: \_\_\_\_\_    Date of Birth: \_\_\_\_\_

**PARENT / GUARDIAN** (*For students below 18 years old*)

Name of parent / guardian: \_\_\_\_\_    NRIC / Passport No.: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone No.: \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Relationship to student: \_\_\_\_\_    Occupation: \_\_\_\_\_

**STUDENT'S PASS DETAILS** (*For international students only*)

Nationality: \_\_\_\_\_

FIN: \_\_\_\_\_    Date of Issue: \_\_\_\_\_    Date of Expiry: \_\_\_\_\_

Passport No: \_\_\_\_\_    Date of Issue: \_\_\_\_\_    Date of Expiry: \_\_\_\_\_

**FOR CENTRAL REGISTRY USE ONLY**

Approved \_\_\_\_\_ Date: \_\_\_\_\_   
  Change Package

Progression Cleared \_\_\_\_\_ Date: \_\_\_\_\_   
 Matriculation Approval: \_\_\_\_\_

Conditional \_\_\_\_\_ Date: \_\_\_\_\_

Rejected \_\_\_\_\_ Date: \_\_\_\_\_

Conditional Letter (Date): \_\_\_\_\_   
 UMS Updated Date: \_\_\_\_\_

**PLEASE TAKE NOTE: It is important for you to read and understand the following.**

1. Course fees quoted are for the normal duration of the course. If it becomes necessary for you to repeat the course and/or module/s or to re-sit your examinations/supplementary examinations, additional fees may be levied at that time. These are listed as miscellaneous fees in your PEI-Student contract.
2. All prices quoted are inclusive of the prevailing Goods & Services Tax (GST) and other costs arising from government directives.

**Refunds for Withdrawal Without Cause**

Any request for a refund of course fees paid before/after commencement of the course shall be made as per the following refund policy:

**Percentage of refund before the course commencement date**

<b>% of aggregate amount of the fees paid as per MDIS-Student Contract</b>	<b>If a Student's written notice of withdrawal is received</b>
75%	<b>("Maximum refund")</b> More than 60 days before the Course Commencement Date
25%	Before, but not more than 60 days before the Course Commencement Date
10%	After, but not more than 7 days after the Course Commencement Date
5%	More than 7 days after the Course Commencement Date, but not more than 14 days after the Course Commencement Date
0%	More than 14 days after the Course Commencement Date

\*\*\*Note: The above percentage is to be applied to the first instalment amount payable for the particular course. If the actual payment exceeds the first instalment amount, the excess amount shall be fully refunded. If the first instalment payment is less than the first instalment due, the course fee shortage shall be collected from the student. A cooling-off period of seven (7) working days is applicable for a maximum refund from the date when the contract was signed. The above refund policy also applies to company-sponsored student. All refunds shall be made within seven (7) working days following approval of the Student's request for withdrawal.

**Refunds for Withdrawal with Cause**

MDIS Pte Ltd shall inform the Student immediately within three (3) working days if:

- i. It fails, for any reason, to commence the Course on the Course Commencement Date;
- ii. It terminates the Course, for any reason, prior to the Course Commencement Date;
- iii. It fails, for any reason, to complete the Course by Course Completion Date;
- iv. It terminates the Course, for any reason, prior to Course Completion Date; or
- v. It has not ensured that the student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A (course details of the Student Contract) within any stipulated timeline set by CPE; or
- vi. The Student's Pass application is rejected by the Immigration and Checkpoint Authority (ICA).

MDIS Pte Ltd shall, within seven (7) working days of notifying the Student in writing of above circumstances (i) to (vi), provide the Student with information and details of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on the alternative arrangement.

The student shall be entitled to immediately withdraw from the Course by giving written notice to MDIS Pte Ltd of his/her intention to do so.

For circumstances 'Refund for Withdrawal With Cause', MDIS Pte Ltd shall, within seven (7) working days after notifying the Student, refund the Student:

- i. The entire amount of the Course Fees; and
- ii. Non-tuition Fees.

When you commence your course with MDIS Pte Ltd, you are deemed to have read, understood and accepted our offer for the same terms and conditions set on your Confirmation Form. These terms and conditions form part of the conditions and acceptance for the course.

**DECLARATION**

1. **I declare that the information furnished by me is accurate to the best of my knowledge. I understand that there will be no refund or transfer of fees between courses and oral terms are not binding.**
2. **I consent to the collection, use and disclosing of my personal data by MDIS for the purpose of processing my application for study, administration and funding purposes e.g. Skills Development Fund (SDF) (where applicable), subject to the provisions of the Personal Data Protection Act (PDPA) in Singapore.**

**I have read and understood the terms and conditions of the Institute and agree to abide by them.**

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Parent's / Guardian's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date