

## Change of Student Status

# CHANGE OF PROGRAMME



*Where lifelong learning begins*

Name of Student:	Batch No.:
Student ID (SID):	Nationality:
Contact Number(s) :	
Email:	
Current Programme:	
New Programme:	

I, \_\_\_\_\_ (SID : \_\_\_\_\_),  
request to change my programme \_\_\_\_\_  
\_\_\_\_\_.

I understand and agree to the following terms and conditions:

- Application must be submitted at least 1 month prior to the commencement of new programme that student is applying for, supported with application fee of S\$107.00 for first change of programme, which is non-refundable regardless of the application outcome.
- Any further change of programme requested by the same student, application fee of S\$267.50 is chargeable, which is non-refundable regardless of the application outcome.
- The refund policy for the current programme shall apply and students shall be required to settle any outstanding payment of the current programme prior to application.
- Course fees may vary and students shall make good for any outstanding upon successful processing of the application.
- Prior to the approval of the application, students shall remain in their current programme. Approval of application is at the sole discretion of the Institute; and students with unsuccessful application shall remain in their current programme.

Signature of Student & Date

**FOR OFFICIAL USE (\*delete where applicable)**

Reasons for Change of Programme:

- Intake cancelled (COP fees waived)
- Programme teach-out (COP fees waived)
- Others

Name/ Signature/ Date

Comments by Student Admin:

Name/ Signature/ Date

Comments by HOS:

Name/ Signature/ Date

Receipt Number:

Date of Payment:

Total Amount Paid:

Paid via \*Cash/ \*Cheque/ \*NETS/ \*Visa

- Contract • COL • FPS
- VAM
- Class Report
- New Course Schedule
- University Application Form
- STP renewal (where applicable)