

COURSE EXTENSION CONFIRMATION FORM

IMPORTANT: The Committee for Private Education (CPE) requires all Private Education Institutions (PEIs) to protect the fees paid by students. The Fee Protection Scheme (FPS) covers all local and international students and protects 100% of all fees payable to the PEIs - examination fees, course fees, remodule fees, etc. Once this form is completed and payment made, please forward the original to the **Student Care and Administration Department** immediately with a photocopy of student's result slip. FPS insurance shall be purchased on the payment date.



MDIS
Management Development
Institute of Singapore

Where lifelong learning begins

<input type="checkbox"/> Remodule	<input type="checkbox"/> Dissertation	<input type="checkbox"/> Supplementary Exam	<input type="checkbox"/> Others _____
-----------------------------------	---------------------------------------	---	---------------------------------------

Course Title:	Original Batch No.	Modules Affected:	
		Start Date:	End Date:

Name: (Mr/Mrs/Mdm/Miss)	Student ID (SID):	Nationality:
Address:		Membership Expiry Date:
Student Pass Expiry Date: (Applicable for international students)	Contact No. (Handphone)	
	Email:	

Next Avail Batch: _____ **Module Description:** Refer to attachment (if any)

PAYMENT INFORMATION:

Description	Amount	For Official Use	
Course Fee (if applicable)	\$	Receipt No.	
FPS Insurance	\$	Date	
Membership	\$	Amount Paid	
GST	\$		
Total	\$		

NOTE:

- Please ensure all details are fully completed before submitting your form.
- MDIS undertakes to maintain the confidentiality of student's personal information and will not divulge the information to any third party without the consent of the student. The prevailing minimum FPS fee is **\$10.70** inclusive of GST (for course fees below or equal S\$3,334.00). **For course fees above S\$3,334.00**, the FPS Insurance will be computed using the prevailing premium rate.
- This form shall be an addendum to the Student Contract.
- Student must refer and abide to the respective course rules and regulations.
- The student has read, understood and agrees to the terms and conditions as stated overleaf.

SIGNED by the Student

SIGNED by MDIS

Student Name:

Date:

Name of Authorised Signatory:

Date:

TERMS & CONDITIONS

1. Students are to submit their Course Extension Confirmation Form(s) to the Institute within **SIX (6)** weeks from the date of their results. They will be deemed as having withdrawn from the programme if they fail to reply by the deadline.
2. Students are required to bring along their result slip when submitting their Course Extension Confirmation Form(s).
3. For course extension confirmation fees, students are to refer to their respective programme/course Student Handbook on Rules and Regulations for fees.
4. For schedules of next available classes, students are to check with their respective Student Coordinators.
5. Classes are subjected to availability on a first-come-first-served basis.

For Remodule Students:

1. Arrangements will only be made upon full payment of course extension confirmation fees and/or membership fees where applicable. The respective Student Coordinator will contact students to confirm receipt of Course Extension Confirmation Form(s).
2. Students should receive a copy of the timetable as well as information on the module description (if any) for the respective class, after payment.
3. Students will have to complete and obtain a pass grade for all modules within the stipulated period from the commencement date of his/her programme.
4. Students will have to fulfil the minimum class attendance as per the requirement for any remodule subject(s), failing which he/she will be barred from the examination(s) and thus be withdrawn from the programme/course.
5. The highest grade awarded for any re-module subject is, 'D' (main examination) unless specified otherwise in the respective programme/course Student Handbook.
6. Students who fail the main examination may sit for the supplementary examination at a date and time set by the Institute. Students are to refer to their respective programme/course Student Handbook on Rules and Regulations for fees.
7. Students will have to be current members of MDIS throughout the entire period of their programme/course. If students fail to pay the relevant membership fees, he/she will be barred from the module's examination and thus be withdrawn from the programme/course.