

COURSE WITHDRAWAL / COMPLETION / STP RENEWAL / STP EXTENSION

(1) Student Particulars *(to be completed by student)*

Name of Student:		NRIC/Passport Number:	
Correspondence Address:		FIN No :	Student Pass Expiry:
		Student ID :	
Tel No. (Home):	Tel No. (Office):	HP No.:	
Course Fee:	Total Paid:	Balance:	

(2) Details Of Course *(to be completed by student)*

Course Title : <i>(indicate complete track signed up)</i>	Mode of Study : Full Time / Part Time (Please circle)
Start Date : End Date :	No. Modules Required () Completed ()

(3) Reason for withdrawal: _____

Course Attended : _____

Signature of Student

Date

For Official Use : Distribute to ISS for STP cancellation Finance for payment Others _____
 "Notification of Premature Course Withdrawal" for ESCROW needed? YES NO
 iMIS Updated: YES / NO IVC Account Terminated: YES / NO

Counselling: *(may be omitted for counseling by Academic for cases such as STP rejection, student already left Singapore, etc)*

Appointment date : _____ Time : _____

Counseled by : _____ (OPN) _____ (Academic)

For Transfer School : _____ (OPN) _____ (Academic)

Recommendation : _____

IMIS Course Fee:	Payment received:	Balance:
Module required:	Module taken:	Reunit module:
Date Received:	Approved / Not Approved	Amount to be refunded (if applicable):
Assisted by (SSO):	Name of Approving SSM:	Name of Approving Director:
Signature :	Signature :	Signature :