

# Change of Student Status



## CHANGE OF PROGRAMME

Name of Student	Batch No.
NRIC No. / FIN	Nationality
Mailing Address	
Postal Code	
Contact Number(s)	
Email	

Current Programme
New Programme

I, \_\_\_\_\_ (NRIC / FIN : \_\_\_\_\_),  
 requests to change my programme due \_\_\_\_\_  
 \_\_\_\_\_.

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 payment for any discrepancies 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
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FOR OFFICIAL USE (*delete where applicable)	
Receipt Number:	Date of Payment:
Total Amount Paid:	Paid via *Cash / *Cheque / *NETS / *Visa
<ul style="list-style-type: none"> <li>• Contract      • COL      • FPS</li> <li>• VAM</li> <li>• Class Report</li> <li>• New Course Schedule</li> <li>• University Application Form *UOB *UOS *SCU</li> <li>• STP renewal (where applicable)</li> </ul>	