

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

% of aggregate amount of the fees paid as per MDIS-Student Contract	If a Student's written notice of withdrawal is received
75%	("Maximum refund") 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

A cooling-off period of seven (7) working days is applicable for a maximum refund from the date when the contract was signed.

Management Development Institute of Singapore Pte Ltd (MDIS Pte Ltd) will assess and reply to any request for withdrawal within a time frame of not more than four (4) weeks.

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. 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 (v), 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 under the above Clause, 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) The Miscellaneous Fees.

MDIS Pte Ltd shall also, as soon as practicable after receiving the Student's notice of withdrawal (and in any event no later than seven (7) working days after receiving such notice) refund to the Student the entire amount of the Course Fees and the Miscellaneous 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