



REQUEST FOR SUPPLEMENTARY TUTORIAL FORM

IMPORTANT:

Please read the terms and conditions before completing this form.
Students **MUST** acknowledge payment and submission by signing this form as required below.

BATCH NO. / CLASS: _____

SUBMISSION DEADLINE:
*Within 2 weeks from date of
result slip*

FULL NAME: _____ CONTACT NO(s): _____

NRIC / PP No. _____

(FIN): _____ E-MAIL: _____

MAILING ADDRESS: _____

Please indicate all information **clearly*

S/N	SUPPLEMENTARY PAPERS (Module Title)	SUPPLEMENTARY EXAM DATES
1.		
2.		
3.		
4.		

For Official Use Only

<i>* Please delete whichever is inapplicable</i>	Supplementary Tutorial Payment Details
Receipt Number:	
Date of Payment:	
Total Amount Paid:	
Paid via Cash / Cheque / Nets / Visa*	
Received by (MDIS Staff) Name & Signature:	

TERMS & CONDITIONS

- Per module fee (exclusive of GST) for the supplementary tutorial session is **S\$100.00 for Bachelor and Master Degree Programmes; and S\$50.00 for Pre-degree Programmes.**
- Submission of this form together with payment must be by the given deadline. Late submissions will not be entertained.**
- Incomplete forms without student's signature will not be processed.
- Students must show their result slips when submitting their request for supplementary tutorials.
- The tutorial session will be scheduled **at least 1 week** prior to the date(s) of the supplementary examination(s).
- Please note that there will be **no refund** once payment is made. **Also, there will be strictly no refund to students who did not receive any acknowledgement and have missed the supplementary tutorial.**
- Student Care and Administration Department will send an acknowledgement and confirm the schedule for the supplementary tutorial(s) via post or e-mail upon receiving the form and payment.

I have read and understood the terms and conditions of the Supplementary Tutorial Programme as stipulated above.

Signature of Student

Date