

COURSE REQUEST FORM



* Administration Fee applicable

* Delete where inapplicable

Please attach relevant supporting documents (Exam Result Slip, Medical Report, NS Reservist, etc.), failing which may cause a delay in processing your request.

COURSE : <input type="checkbox"/> ACCA <input type="checkbox"/> CAT <input type="checkbox"/> ATTS <input type="checkbox"/> CEP <input type="checkbox"/> SAA-GE Diploma / Advd Diploma <input type="checkbox"/> MQ-MAF <input type="checkbox"/> LUMS GMBA <input type="checkbox"/> UOL Diploma - * Economics / The Common Law <input type="checkbox"/> PU <input type="checkbox"/> FP-SQP <input type="checkbox"/> Others <input type="checkbox"/> UOL - * EMFSS / LLB Intake/Month : _____ * Full-Time / Part-Time	
NAME (as in NRIC/PP) :	Home Tel. No. :
*NRIC / FIN :	Email :
Nationality : <input type="checkbox"/> S'porean <input type="checkbox"/> S'pore PR <input type="checkbox"/> Others - _____	Office Tel. No. :
Type of Pass : <input type="checkbox"/> SAA-GE Student's Pass <input type="checkbox"/> EP <input type="checkbox"/> S Pass <input type="checkbox"/> WP <input type="checkbox"/> DP <input type="checkbox"/> LTSVP	Mobile No. : _____
Expiry Date :	

* TRANSFER OF CLASS

NOTE : * ACCA/CAT Students - No transfer is allowed after 31 March for Jan/Feb Intake and after 30 September for Jul/Aug Intake.

* UOL Students - No transfer is allowed after 30 September.

From :	CURRENT * PAPER / UNIT		NEW * PAPER / UNIT
		To :	

* REPLACEMENT OF SESSION (Applicable only to ACCA/CAT) - Free of Charge for maximum 3 sessions only

From :	PAPER	TIME			PAPER	TIME			PAPER	TIME
To :										

* WITHDRAWAL - * Paper/Unit/Module/Course : _____

* DEFERMENT OF STUDIES

* CHANGE OF COURSE : From - _____ To _____

* CHANGE OF SPECIALISATION (Applicable only to SAA-GE Diploma/Advd Diploma and PU)

From : _____ To : _____

* CHANGE OF MODE OF STUDY : From * Full-Time / Part-Time To * Full-Time / Part-Time

* RE-SIT OF EXAMINATION (Applicable only to SAA-GE Diploma/Advd Diploma, PU, MQ-MAF and LUMS)

Module : _____ Previous Exam Date Taken : _____

* RE-MODULE (Applicable only to SAA-GE Diploma/Advd Diploma, PU, MQ-MAF and LUMS)

Module : _____ Previous Exam Date Taken : _____

ISSUANCE OF CERTIFICATE OF ATTENDANCE

ISSUANCE OF LETTER OF CERTIFICATION

ISSUANCE OF LETTER FOR NS DEFERMENT

PLEASE INDICATE YOUR REASON FOR THE REQUEST :

UPDATE OF HOME ADDRESS : _____ Postal Code _____

UPDATE OF CONTACT NUMBER : _____

OTHER REQUEST(S) : _____

I would like to receive the letter(s) : Scanned copy by email Reception Counter

Mailing Address : _____ Postal Code _____

Student's Signature : _____ Date : _____

Any documents uncollected 1 month after notification date will be destroyed.

FOR OFFICIAL USE ONLY	
Received By : (Name of Staff) _____	Date : _____
Supporting Documents : <input type="checkbox"/> Copy of NRIC / Passport <input type="checkbox"/> Official Receipt <input type="checkbox"/> Exam Result Slip	
<input type="checkbox"/> Others (Please state) : _____	
Remarks :	
AUTHORIZATION SLIP - Issued By: _____	Date: _____ Session: _____
ADVICE BY MANAGER	Name & Signature
<input type="checkbox"/> To pay Admin. Fee \$ _____ <input type="checkbox"/> To waive Admin. Fee	
<input type="checkbox"/> Eligibility for Refund <input type="checkbox"/> Date when all supporting docs are separately received: _____ (DD/MM/YY)	
<input type="checkbox"/> *Cash/Cheque Refund	
<input type="checkbox"/> Deferment Note	
Remarks :	Date
FOR MANAGER'S USE ONLY	Name & Signature
<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Rejected	
Remarks :	Date
STUDENT REGISTRY USE ONLY	
FPS Cancelled By: _____ (in Lonpac, if applicable)	Date : _____ SMS Updated By: _____ Date: _____

SAA-GE undertakes to maintain the confidentiality of student's particulars and not to divulge the information to any third party unless required by law or other statutory regulations.

F404-01 16 April 2015