## 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
- ☐ ACCA
- ☐ CAT
- ☐ ATTS
- ☐ CEP
- ☐ SAA-GE Diploma / Advd Diploma
- ☐ MQ-MAF
- ☐ LUMS GMBA
- ☐ UOL Diploma - ☐ Economics / The Common Law
- ☐ PU
- ☐ FP-SQP
- ☐ Others
- ☐ UOL - ☐ EMFSS / LLB

<table>
<thead>
<tr>
<th>Intake/Month</th>
<th>☐ Full-Time</th>
<th>☐ Part-Time</th>
</tr>
</thead>
</table>

Name (as in NRIC/PP) :

*NRIC / FIN :

Email :

Office Tel. No. :

Nationality :
- ☐ S’porean
- ☐ S’pore PR
- ☐ Others - _____________________

Mobile No :

Type of Pass :
- ☐ SAA-GE Student’s Pass
- ☐ EP
- ☐ S Pass
- ☐ WP
- ☐ DP
- ☐ LTSVP

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.

<table>
<thead>
<tr>
<th>CURRENT * PAPER / UNIT</th>
<th>NEW * PAPER / UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>From :</td>
<td>To :</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PAPER</th>
<th>TIME</th>
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</thead>
<tbody>
<tr>
<td>From :</td>
<td></td>
</tr>
<tr>
<td>To :</td>
<td></td>
</tr>
</tbody>
</table>

- ☐ WITHDRAWAL - ☐ Paper/Unit/Module/Course :

- ☐ DEFERMENT OF STUDIES

- ☐ CHANGE OF COURSE : From - _____________________ To _____________________

- ☐ CHANGE OF SPECIALISATION (Applicable only to SAA-GE Diploma/Adv 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/Adv Diploma, PU, MQ-MAF and LUMS)

| Module : | Previous Exam Date Taken : |

- ☐ RE-MODULE (Applicable only to SAA-GE Diploma/Adv 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

<table>
<thead>
<tr>
<th>Received By: (Name of Staff)</th>
<th>Date: ________</th>
<th>Supporting Documents:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Copy of NRIC / Passport</td>
</tr>
<tr>
<td>Others (Please state):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks:

**Authorization Slip - Issued By:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Session:</th>
</tr>
</thead>
</table>

**Advice by Manager**

- To pay Admin. Fee $ __________
- To waive Admin. Fee
- Eligibility for Refund
- *Cash/Cheque Refund
- Date when all supporting docs are separately received: __________ (DD/MM/YY)
- Deferment Note

Remarks:

<table>
<thead>
<tr>
<th>Name &amp; Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**For Manager's Use Only**

- Request Approved
- Request Rejected

Remarks:

<table>
<thead>
<tr>
<th>Name &amp; Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Student Registry Use Only**

- FPS Cancelled By: Date:
- SMS Updated By: Date:

(in Lonpac, if applicable)

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