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 | ACCLASS | CAT | ATTS | CEP | SAA-GE Diploma / Adv Diploma | MQ-MAF | LUMS GMBA | UOL Diploma - * Economics / The Common Law | PU | FP-SQP | Others
|---------|---------|-----|------|-----|-----------------------------|--------|----------|---------------------------------|-----|--------|--------

| UOL - * EMFSS / LLB | Intake/Month : _________________ | * Full-Time / Part-Time |

**NAME (as in NRIC/PP)** : 
Home Tel. No. : 
* 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>
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<tbody>
<tr>
<td>From :</td>
<td>To :</td>
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- * REPLACEMENT OF SESSION (Applicable only to ACCA/CAT) - Free of Charge for maximum 3 sessions only

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<th>PAPER</th>
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- * WITHDRAWAL - * Paper/Unit/Module/Course : __________________________________________________________

- * DEFERMENT OF STUDIES (Applicable only to SAA-GE Diploma/Adv Diploma, PU, MQ-MAF and LUMS)

- * APPEAL OF EXAMINATION RESULTS (Applicable only to SAA-GE Diploma/Adv Diploma, PU, MQ-MAF and LUMS)

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<tr>
<th>Module :</th>
<th>Exam Date Taken :</th>
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<tr>
<td>Module :</td>
<td>Exam Date Taken :</td>
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- * CHANGE OF COURSE : From - __________________________________ To __________________________

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

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<th>From :</th>
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- * 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)

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<tr>
<th>Module :</th>
<th>Previous Exam Date Taken :</th>
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- * RE-MODULE (Applicable only to SAA-GE Diploma/Adv Diploma, PU, MQ-MAF, and LUMS)

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- * ISSUANCE OF CERTIFICATE OF ATTENDANCE

- * ISSUANCE OF LETTER OF CERTIFICATION

- * ISSUANCE OF LETTER FOR NS DEFERMENT

- * APPEAL LETTER FOR STUDENT’S PASS REJECTION
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): ☐ By mail ☐ 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: ☐ Copy of NRIC / Passport ☐ Official Receipt ☐ Exam Result Slip
- Others (Please state): __________________________________________
  __________________________________________________________________

Remarks:

AUTHORIZATION SLIP - Issued By: __________________________ Date: _____________

ADVICE BY MANAGER

☐ To pay Admin. Fee $ _________ ☐ To waive Admin. Fee
☐ Eligibility for refund ☐ Date when all supporting docs are separately received: _________ (DD/MM/YY)

Remarks:

FOR MANAGER'S USE ONLY

☐ Request Approved ☐ Request Rejected

Remarks:

STUDENT REGISTRY USE ONLY

FPS Cancelled By: __________________________ Date: _____________
  (in Lonpac, if applicable)

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. V9, 22Jul2014