

REQUEST TO DROP MODULE/UNIT

(International Student MUST Clock a Minimum of 15 Lesson Hours Per Week)

Please complete the form & submit it to our Student Services Office

SECTION A		
Student's Name (as in NRIC / Student Pass):		Student ID No.:
Course:	Contact No.:	Email Address:
Specialization:	Mode of Study: <input type="checkbox"/> F/T <input type="checkbox"/> P/T	Units Commencement (Mth/Yr):

SECTION B
Units Scheduled To Attend - This Study Term (including unit/s to drop)
01.
02.
03.
04.
05.
06.

Unit/s To Drop - This Study Term
01.
02.
03.

Reason for Request: <input type="checkbox"/> Work Commitment <input type="checkbox"/> Unable to Cope with Study <input type="checkbox"/> Others (please specify):
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I understand that tuition fee paid for this module/unit(s) will be considered utilised if the request to drop the module/unit(s) is submitted to SMA Institute after the unit(s) has commenced. I will need to pay additional tuition fee for re-module of the unit(s).

I understand that (a) this request will be considered solely on the basis of the information above, and that (b) I agreed to bear all consequences resulting from this request.

I understand the request is not automatically granted and/or processed, and it is my responsibility to follow up with SMA Institute on the status of the request. Please process this(my) request.

Student's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

SECTION C		
Request Received & Verified By: (Name & Signature)	Request Approved By: (Name & Signature)	Request Processed By: (Name & Signature)
Remarks (if any):		

Please return this Form to the Student Services for filing when process is completed