

REQUEST FOR REFUND

(This Form serves all purposes for request for refund not covered in other official forms)

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/s:		Course Commencement Date:
Study Mode: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Contact No.:	Email Address:
Total Fee Paid To-Date:	Receipts Reference:	

Reason/s for Refund:

Supporting Document/s Attached (if any):

I understand that this request will be considered solely on the basis of the information above and the supporting document/s attached.

I am aware that only tuition fee paid for terms which has yet to commence (unconsumed) will be considered for refund. I also note that in the event of my full withdrawal from my study with SMA Institute, any rebates given to me at the point of my enrolment and administrative charges for payment using Credit Card/NETS will be recovered by SMA Institute from whatever fee amount meant for refund to me.

I understand that I will only be entitled to a portion/percentage of the fee refund in accordance to SMA Institute's Refund Policy as registered with CaseTrust, the same is stated in the Student Handbook.

Student's Signature:

Date:

FOR OFFICIAL USE ONLY

SECTION B

Request Received By: (Name & Signature)	Request Forwarded to Finance By: (Name & Signature)	Request Forwarded to Finance On: (Date)
Remarks (if any):		

SECTION C

Acknowledgement of Refund Received

I hereby acknowledge receipt of S\$_____ as refund of Course Fee from SMA Institute of Higher Learning.

Student's Signature:

Date:

Document Issued By: (Name & Signature)	Remarks (if any):
---	-------------------

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