

## COURSE SUBJECT CHANGE FORM

**Please read the following terms and conditions carefully before proceeding to complete the Course Subject Change Form.**

**Course Subject Change Policy** (Student Contract: Terms and Conditions Clause 10)

- 1) All Course Subject Change applications have to be done by submitting hard copy of the Course Subject Change form.
- 2) All Course Subject Change forms have to be signed by Student and/or Parents/ Guardians (for Student below 21 years old).
- 3) Submit the Course Subject Change Form **at least ONE calendar month prior to the effective change date which is only on every 13th of the month**. If an application is delivered to the Centre during a Centre holiday it will be deemed received by the Centre on the first day in session following the holiday.

Example of Effective Change Date	Due Date for Form Submission
13 March 2020	12 February 2020

- 4) Subsequent instalment payments may be waived or adjusted only if the Course Subject Change request is made at least ONE calendar month before the next instalment is due.
- 5) The student/parents/guardians will be informed of approval/rejection within 4 calendar weeks from the date the Course Subject Change application is received.
- 6) Upon approval, the student/parents/guardians will be served a letter confirming Course Subject Change. Upon approval, the Student is given an Addendum to the current Student Contract, which is to be signed by Student and/or Parents/ Guardians.
- 7) If no official notice of a student's Course Subject Change approval is received by the student/parents/guardians, the current course fee remains unchanged.
- 8) A Course Subject Change Administrative Fee will be imposed for Course Subject Changes.
- 9) There is no pro-ration discount for previous Course Fees paid. Any refund is to be referred to the Refund Table in Schedule D.
- 10) Students may be eligible for new Subject classes prior to the effective change date. In such an event, Additional Lesson Fee applies.

**NOTE: If you are under 21 years of age, you will need your parent's/guardian's approval prior to the Centre processing your request. (\*Please delete as required.)**

<b>COURSE SUBJECT CHANGE FORM</b>	
<b>SECTION A: COURSE AND SUBJECT INFORMATION</b>	
Course Name: Preparatory Course for Singapore-Cambridge GCE      NA / O / A Levels / Admission to Government Schools* (Delete as required)	
Subject:	
<b>SECTION B: STUDENT'S PARTICULARS</b>	
Name of Student (as in NRIC/Passport)	
Handphone No.	E-mail Address
<b>SECTION C: APPLICABLE TO STUDENT UNDER THE AGE OF 21 ONLY</b>	
Parent's/Guardian's Name	
Handphone No.	E-mail Address

<b>SECTION D: REASON FOR CHANGE</b>	
Please specify below:	
<b>SECTION E: DECLARATION BY STUDENT</b>	
<input type="checkbox"/> I understand that for this Subject Change application I will be charged a Course Subject Change Administrative Fee \$150. <input type="checkbox"/> I agree to the terms and conditions for Subject Change. <input type="checkbox"/> I declare that the information given is true and accurate to the best of my knowledge and I have not willingly suppressed any information	
Signature of Student	Date
Signature of Parent / Guardian	Date
<b>FOR OFFICIAL USE ONLY</b>	
Received by:	
Name & Signature of Administrator	Date
Outcome: <input type="checkbox"/> Approved	
Outcome: <input type="checkbox"/> Rejected Reason(s) for rejection:	
Approved by:	
Name & Signature of MT	Date
<b>PAYMENT RECORD AND CALCULATION REMARKS (IF APPLICABLE)</b>	