

Security Industry Institute

## Procedures and Regulations on Withdrawal / Deferment

THE STUDENT MUST READ THE ATTACHED PROCEDURES AND REGULATIONS (SEE PAGE 2) ON WITHDRAWAL / DEFERMENT BEFORE COMPLETING THIS FORM							
Part A: To be con	npleted by student						
Full Name:		NRIC:	NRIC:				
Tel:	(Home)	(Off)	<u>(</u> HP)				
Email:							
Mailing Address:							
Please tick accor	dingly						
□Withdrawal fro	om module <sup>1</sup>						
□Deferment of	module <sup>2</sup>						
Module Name:							
Commencement Date:							
Sponsoring Company (if any):							
Reasons for Withdrawal / Deferment* (Please attach relevant supporting document(s), if any, to support your application)							
I declare that:    • My sponsoring company (if any) is in support of my application (please attach supporting document from company).    • The information given is accurate to the best of my knowledge and I have not deliberately omitted any relevant information. I have read, understood and agree to abide by the Procedures and Regulations on Withdrawal / Deferment from module.							
Sign	ature of Student	Date					

Part B: To be completed by SII								
Any Outstanding Bills?	□Yes	□No						
Details (if any):								
Application for Withdrawal / Deferment*:								
Recommended / Not Recomme	nded * by		on					
		Programme Executive / Sig	Inature	Date				
Approved / Not Approved* byonon Assistant Manager / Signature Date								
	Ass	Istant Manager / Signature		Date				
Reasons (if not approved):								
Part C: To be completed by Programme Executive / SII								
			(1.(.)					
Student informed on			(date)					
Sponsoring company informed	don		(date)					
Effective Date of Withdrawal / Deferment* (date)								
Others								
Signature of Programme Exe	cutive / SI	<u> </u>		Date				

\* Please delete accordingly

## **PROCEDURES AND REGULATIONS**

## Note:

Application for Withdrawal / Deferment are subject to Approval.

## **Refund Policy:**

- <sup>1</sup> a) Once payment of fee is made, a full refund of fee less an admin fee of \$30 if student withdraw before the commencement date of module.
  - b) There will be no refund for withdrawal notices received after the commencement of module.
- <sup>2</sup> There will not be any refund of module fee if the request for deferment is approved. Student will be required to top up the difference should there be an increase in the fee for the next intake.