

- 1. Newly enrolled full-time students withdrawing before course commencement need not fill in the grey sections. Please scan and email completed form to contactNYP@nyp.edu.sg.**
- 2. All other full-time students please scan and email completed form to your Course Manager/Course Coordinator/Personal Mentor for endorsement. [You may wish to discuss alternatives such as course deferment, course transfer or reduced study load prior to endorsement. You may also consider consulting ECG Counsellor at 6550 0333 or ecg@nyp.edu.sg.]**
- 3. Refund of Fees :**
 - (a) For withdrawals received before commencement of the 1st or 2nd Semester, students may be allowed a 100% refund of fees paid for that Semester only (less \$50 administrative charge for newly enrolled students)
 - (b) For withdrawals received within 1st week of the 1st or 2nd Semester, students may be allowed a 75% refund of tuition fees paid for that Semester only
 - (c) For withdrawals received after 1st week of the 1st or 2nd Semester, there will be no refund of all fees paid
- 4. Payment Policy :** Students withdrawing after the start of the semester are liable to pay fees
- 5. There will be no processing of withdrawal requests after the last working day of the 14th week of the 1st or 2nd Semester till the release of the semestral results. For withdrawal requests received during these periods, students will be considered to have sat for the assessments and may be removed due to NYP Assessment Regulations. Otherwise, the withdrawal date will be post-dated to the day the semestral results are released.**

Name :	Admission No. :
Email :	Contact No. :
Course :	Sponsor (if any) :
Withdrawal Reason Code ¹ :	Remarks (if any) :

I understand that :

- (a) I have to abide by the instructions and notes applicable to this request.
- (b) My Diploma Student Concession Card will be cancelled (if applicable) and the card can no longer be used. ²
- (c) I must return my Student's Pass (if applicable) to Immigration & Checkpoints Authority (ICA) within 7 days from the date of withdrawal,

Signature of Student and Date

***For student who is below 21 years old, this section must be signed by your parent/guardian**

I have no objection to my child's/ward's withdrawal from Nanyang Polytechnic.

Name of Parent/Guardian# and NRIC No./FIN (e.g., 123A)

Signature of Parent/Guardian# and Date

delete where not applicable

Endorsed by Course Manager/Course Coordinator/PEM : _____

[Please fill up Annex A if applicable]

Name of CM/CC/PEM

Signature of CM/CC/PEM & Date

School's General Administration Office ³	Library (Block A, Level 4, Rm A430)	i@Central (Block A, Level 1, Unit A.146)
Items/Properties belonging to the School : () Returned () Reported lost () No outstanding loans	Library Items : () No outstanding loans & payments () Number of outstanding loan : _____ () Outstanding payment Amount : _____ () Reported lost No. of items : _____ Total cost of items : _____	Action by i@Central: (√ = completed, × = not applicable) () Student card returned () Checked outstanding fees Amount outstanding : _____ () Collected payment Amount collected : _____
_____ Name, Signature & Dept Stamp _____ Date	_____ Name, Signature & Dept Stamp _____ Date	_____ Name, Signature & Dept Stamp _____ Date

¹ Please refer to reverse page for reason codes

² For refund on remaining value of Diploma Student Concession Card, please proceed to any TransitLink Ticket Office with your card and NRIC/FIN

³ Please refer to reverse page for locations

FOR YOUR INFORMATION

1. Students withdrawing on financial grounds might want to consider applying for Financial Assistance Schemes instead. Please contact Student Care & Guidance at 6550 0056 or finaid@nyp.edu.sg for more information.
2. Students withdrawing on or after the first day of the semester, or who had been previously enrolled in any Polytechnics are not eligible to participate in JAE/EAE(O)/JPAE should they wish to re-apply for admission to any Polytechnics. They may only participate in EAE(ITE)/EAE(Working Adults)/Direct Admissions Exercise (DAE).
3. Students are eligible for up to 10 semesters of Tuition Grant (TG) as a Diploma Course student. The TG received in previous and/or current courses will be taken into consideration when determining grant eligibility for any subsequent course.
4. Students who have been paying their fees by GIRO should submit their Bank's relevant 'Termination Form' to their Bank to cancel their GIRO payment order.

REASONS FOR WITHDRAWAL

CATEGORY	REASON	REASON CODE
Employment	Found/Seeking/Changing Employment	A1
	Unable to work & study at the same time	A2
Family	Family problems	B1
	Help in family business	B2
	Parent(s) ill	B3
Financial	Financial difficulties	C1
	Unable to get sponsorship	C2
Going Overseas	Going to work overseas	D1
	Emigrated/Parents posted overseas	D2
	To study overseas	D3
	Returning to home country	D4
Joining Other Institution	Joining Singapore Polytechnic	E1
	Joining Ngee Ann Polytechnic	E2
	Joining Temasek Polytechnic	E3
	Joining Pre-University	E4
	Joining Junior College	E5
	Joining Institute of Technical Education	E7
	Joining NUS/NTU/SMU	E8
	Joining a Private School/Religious School/Institution	E9
	Others	E10
	Joining Republic Polytechnic	E11
Medical	Medical reasons	F1
	Failed medical examination	F2
National Service	Called up for National Service	G1
	Unable to obtain deferment	G2
Personal	Lost interest in the course	H1
	Unable to cope with the course	H2
	Following disciplinary action	H3

Schools' General Administration Offices

School of Applied Science	[6550 1500] Block P, Level 4, Rm P425
School of Business Management	[6550 1000] Block C, Level 1, Rm C104
School of Design & Media	[6550 0600] Block M, Level 3, Rm M315
School of Engineering	[6550 0400] Block S, Level 1, Rm S120L/S121L
School of Health & Social Sciences	[6550 1300] Block J, Level 3, Rm J304
School of Information Technology	[6550 1600] Block L, Level 3, Rm L315