**POLICY ON REFUND OF FEES**

1. Please note that there will be no refund / waiver of fees for withdrawal notification received after the first week of term.

2. Requests for refund of fees are only considered for students who submit the withdrawal form before the term starts. If you do not attend classes and do not submit the withdrawal form to notify the polytechnic, you are still considered a student of NP and are liable to pay fees. Those who withdraw within the first week of term may be considered for a partial refund / waiver only if withdrawal is due to medical grounds or study in an approved institution in Singapore (documentary proof required). The letter of request for refund addressed to the Academic Affairs Office, original fee vouchers and documentary proof to support the reason for withdrawals must be submitted together with this withdrawal form.

3. Foreign Students who did not sign the Tuition Grant Deed are liable to pay the full fees including tuition grant amount if withdrawal form is submitted after the start of term.

**PLEASE TICK REASON(S) FOR WITHDRAWAL**

- Family problems (WX)
- Financial reasons (WF)
- Inability to cope with studies (WI)
- Lost interest in the course (WL)
- Medical reasons** (WM)
- Other studies in Singapore** (WV)
- Overseas job posting (WJ)
- Overseas studies (WO)
- Work commitment (WW)
- National service (WN)

**Please attach documentary proof** (only applicable to withdrawal notification submitted before term starts or within first week of term)

**FOR SCHOOL DECLARATION**

- AA Fax no: 64694427, email: abk@np.edu.sg;
- Fin Fax no: 64686244, email: fin-student@np.edu.sg;
- SAA Fax No: 64687968; email: sa@np.edu.sg

Email /Fax this form to:

Name & Signature of School/Div Reps Date
1. **FULL-TIME STUDENTS**: All withdrawals after the start of the semesters must be submitted through your Academic School/Division. You are advised to speak to your mentor and to consider carefully before you withdraw from your course of study.

2. After completing this form, hand it to your School/Division's General Office for the Director's endorsement. You must also return your **Student Card**. In addition, all students on the Mobile Computing Scheme are to return their network cards to their School/Division. Students on the Mobile Computing Rental Scheme must return their notebooks when they hand in their withdrawal forms. You may surrender your Tertiary Student Ez-link Card to the TransitLink if you wish to get a refund. For details, please refer to [http://www.transitlink.com.sg](http://www.transitlink.com.sg).

3. **Withdrawal Period**
   
   3.1 Request for withdrawal of study from the Polytechnic will be accepted during the academic term prior to semestral examinations and after the release of examination results.

   3.2 **No withdrawal is allowed**:
      
      (i) once the study week commences and a student’s name has been entered into the register of candidates for the examinations;
      
      (ii) during the examination period and
      
      (iii) before the release of the examination results.

   3.3 Students who have been dismissed due to failure in examination or have been asked to leave the Polytechnic on disciplinary grounds or for any other reasons will have their names withdrawn from the register of students.

4. **Counselling**
   
   Before submitting the withdrawal form, students are strongly advised to speak to their mentor. Students who are withdrawing due to financial difficulties should see the Student Counsellor at Blk 22, #03-01, Student Services Office for advice.

5. **Repayment of Loans**
   
   If you have taken up Tuition Fee Loan, PSC Study Loan, NP Study Loan, Rotary Club Study Loan or Mobile Computing Loan earlier, you are required to repay the loan(s) immediately to DBS Bank. Otherwise interest will be charged and the bank will notify you in due course.

6. **Student’s Pass**
   
   International Students who are Student’s Pass holders must return their Student’s Pass to the Immigration & Checkpoints Authority (ICA) within 7 days upon withdrawing from the Polytechnic.