

Refund Request Form

Any refunds that are requested by students, students are to fill in the Refund Request Form and hand it to the Student Services for processing. Students are to provide supporting documentations that are required to process along with the Refund Request Form.

Reasons for refund are based on the following: -

- Refund due to Non-Delivery of Course
- Refund due to Other Reasons
- Refund during Cooling off period

The duration on refunding the fees will be 7 working days from the date of Refund Request Form been receipt.

Educare Global Academy's Refund Policy as per clauses in the Standard Student Contract as set out by CPE.

SECTION 1: STUDENT'S PARTICULARS

Name :
Course Enrolled :
Course Start Date :

SECTION 2: REFUND DETAILS

| | | | |
|---|---|---|--|
| Refund Type | <input type="checkbox"/> Course Fee | <input type="checkbox"/> Miscellaneous Fee | <input type="checkbox"/> Excess Payment |
| | <input type="checkbox"/> Others : _____ | | |
| Reasons for Refund Request | | | |
| Refund Computation | | | |
| Refund Options | <input type="checkbox"/> Collect Cheque <input type="checkbox"/> Cheque sent out <input type="checkbox"/> Online Transfer | | |
| | <input type="checkbox"/> Telegraphic transfer (Available only for international students and students based overseas) | | |
| | Bank Account Details | | |
| | Bank Name | : | |
| | Account No. | : | |
| | Account Name | : | |
| | Swift Code | : | |
| <input type="checkbox"/> Others : _____ | | | |

Student's Signature

Date of Application

SECTION 3: FOR OFFICIAL USE ONLY

Receipt of Refund Request (Including acknowledgement to requestor)

| | | | | | |
|----------------------------|---|--|--------------------|---|--|
| Received by | : | | Designation | : | |
| Date | : | | Signature | : | |
| Refund Amount (SGD) | : | | | | |

Approval of Refund Request – Director Approval

☐ Approved ☐ Rejected

| | | | | | |
|--------------------|---|--|--------------------|---|--|
| Approved by | : | | Designation | : | |
| Date | : | | Signature | : | |

SECTION 4: PAYMENT

| | | | | | |
|------------------------|---|--|--------------------|---|--|
| Mode of Payment | : | | | | |
| Done by | : | | Designation | : | |
| Date | : | | Signature | : | |

Note: Attach supporting documents of the refund.