

## **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** (PEI-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 8th 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
6 March 2025	5 February 2025

- 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 a Course Withdrawal application.
- 9) There is no pro-ratio 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/s to <b>drop</b> :	Subject/s to <b>add</b> (if applicable):
<b>SECTION B: STUDENT'S PARTICULARS</b>	
Name of Student (as in NRIC/Passport)	
Handphone No.	E-mail Address

SECTION C: APPLICABLE TO STUDENT UNDER THE AGE OF 21 ONLY	
Parent's/Guardian's Name	
Handphone No.	E-mail Address

SECTION D: REASON FOR CHANGE
Please specify below:

SECTION E: DECLARATION BY STUDENT	
<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

FOR OFFICIAL USE ONLY	
COURSE SUBJECT CHANGE FORM RECEIVED - ADMIN TO SEND EMAIL TO NOTIFY OF RECEIPT OF FORM	
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

PAYMENT RECORD AND CALCULATION REMARKS (IF APPLICABLE) Attach separate sheet if necessary