

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
5 March 2026	4 February 2026

- 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-ration 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.)

COURSE SUBJECT CHANGE FORM	
SECTION A: COURSE AND SUBJECT INFORMATION	
Course Name: Preparatory Course for Singapore-Cambridge GCE NA / O / A Levels / Admission to Government Schools* (Delete as required)	
Subject/s to drop :	Subject/s to add (if applicable):
SECTION B: STUDENT'S PARTICULARS	
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

- ☐ I understand that for this Subject Change application I will be charged a Course Subject Change Administrative Fee \$150.
- ☐ I agree to the terms and conditions for Subject Change.
- ☐ 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: ☐ Approved

Outcome: ☐ Rejected
Reason(s) for rejection:

Approved by:

Name & Signature of MT

Date

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