

KOKUSAI TRAINING INSTITUTE

FOR OFFICIAL USE ONLY

COURSE REFUND REQUEST FORM**Requestor's Personal Particulars:**

Name: _____

NRIC: _____

Contact No.: _____

Company: _____

Bank A/C No.: _____

Course Description:

Course Enrolled: _____

Commencement Date: _____

Aggregate Course Fees: _____

Employer/Company Subsidized: YES / NO

Written Notice of Cancellation, Withdrawal or Postponement is received:	Percentage (%) of Refund
Submitting the Refund Request Form (Annex G) more than 14days before the course commencement date	100% refund of the course fees paid
14 to 8 working days before the course commencement date	Refund of course fees paid with a cancellation charge of S\$70
7 or less working days before course commencement	No refund
On or after course commencement	No refund

Details of Refund:

Date of Request: _____

Reason(s) for Request: _____

I have read and understood the Training Institute's Refund Policy Terms and Conditions prior to my submission of this request.

(Name & NRIC, Date)

ACKNOWLEDGEMENT SLIP**Applicant's Acknowledgement:**

I affirm that the amount of \$_____ has been refunded to me by way of cheque _____ (Bank/Cheque No) on _____ (Date) at 111 North Bridge Road #05-46 Peninsula Plaza Singapore 179098 as stipulated in accordance with the Training Institute's Refund Policy.

(Name & NRIC, Date)

(Authorised Signature, Date)

(Company Stamp)