

**NANYANG POLYTECHNIC
INFORMATION ON WITHDRAWAL FROM COURSE**

REGULATIONS

1. Refund Policy (applicable to students who have paid fees):

- a) For withdrawals received before the commencement of a semester, students may be allowed a 100% refund of fees paid (less S\$50 administrative charge for first-year students)
- b) For withdrawals received within the 1st week of a Semester, students may be allowed a 75 % refund of tuition fees paid, and 100% of examination fees, sports fees, welfare fees and miscellaneous fees paid
- c) For withdrawals received after the 1st week of a Semester, there will be no refund of all fees.

2. Payment Policy (applicable to students who have not paid fees or paid partial fees):

Students withdrawing after the start of the semester are liable to pay fees.

- a) For withdrawals received before the commencement of a semester, students may be allowed a 100% waiver of fees (less S\$50 administrative charge for first-year students)
- b) For withdrawals received within the 1st week of a Semester, students are liable to pay 25 % of tuition fees
- c) For withdrawals received after the 1st week of a Semester, students are liable to pay 100% of all fees

Summary Table:

Period of Withdrawal	Students who paid all fees	Students under CPF, Mendaki, Tuition Fee Loan and/or PSEA Scheme
	AMOUNT OF REFUND	FEES PAYABLE
Before commencement of a semester	Full refund of fees paid less *S\$50 administrative charges * applicable to first-year students only	*S\$50 administrative charges * applicable to first-year students only; to be deducted from the tuition/supplementary fees paid
1st week of semester	<ul style="list-style-type: none"> • Refund of 75% of tuition fees paid • Refund of 100% of examination fees, sports fees, welfare fees and miscellaneous fees paid 	<ul style="list-style-type: none"> • <u>To pay 25% of tuition fees</u> • Refund of 100% of examination fees, sports fees, welfare fees and miscellaneous fees paid
After 1st week of semester	No refund	<ul style="list-style-type: none"> • <u>To pay 100% of tuition fees</u> • <u>No refund</u> of the supplementary fees paid

- 3. **No withdrawal will be processed from 15th week of the 1st or 2nd Semester till the release of the semestral results. For any withdrawals received during the above period, the student will be considered to have sat for the exam and may be removed. If the student is not removed, the withdrawal date will be post-dated to the day the semestral results are released.**
- 4. Nanyang Polytechnic reserves the right to take any appropriate action it deems necessary where a student fails to comply with withdrawal procedures & regulations.

PROCEDURES

1. Students may obtain the withdrawal form from their respective School's General Administration Office
2. Students must return all property belonging to Nanyang Polytechnic and settle all outstanding bills prior to the submission of the withdrawal form.
3. Students under 21 are to obtain their parent's/guardian's signature.
4. All students must proceed to the following offices before submitting the withdrawal form personally to the Student Services Centre @ Blk A, Level 2:
 - a) Library @ Blk A, Level 4
 - b) Student Affairs Office @ Blk E, level 4
 - c) Respective School's General Administration Office
5. International students must return their Student Pass to Immigration and Checkpoints Authority (ICA) within 7 days from the date of withdrawal.