

# New Student Request Form

## 1. Personal Details

JCUA ID (if applicable):

       

Title: Dr  Mr  Mrs  Ms  Miss  Nationality: \_\_\_\_\_

Full Name: \_\_\_\_\_

Email address: \_\_\_\_\_ Contact number: \_\_\_\_\_

Course title: \_\_\_\_\_ Intake/Year: \_\_\_\_\_ / \_\_\_\_\_

## 2. Type of Request

- Extension of Deadline**
 **Withdrawal**
 **Deferment**  
 **Transfer of Fees to other intake**
 **Refund of Fees**
 **Other (please specify)**

Reasons for request:

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## 3. For Refund of Fees Request Only

*Note: Refund of course fees, if any, are subjected to the conditions as stipulated under Section 2 of the Student Contract.*

Name on bank account: \_\_\_\_\_

Name of bank: \_\_\_\_\_ Bank account number: \_\_\_\_\_

Bank branch: \_\_\_\_\_ Swift code: \_\_\_\_\_

Bank address: \_\_\_\_\_

## 4. Declaration

I declare that the information provided is true and accurate to the best of my knowledge and that I have not wilfully suppressed any information. I understand that information contained in this form is collected for enrolment and administrative purposes, and that some information may be released for administrative purposes. Personal information will not be passed on to any other external bodies without prior authorisation or consent unless a valid legal request has been made.

Extension of deadline request: I understand that the enrolment of the course will be affected should I not met any conditional requirement to join the course.

Withdrawal request: I understand that all enrolled subjects and course will be withdrawn and my student pass, if applicable will be cancelled accordingly.

Deferment request: I understand that I am allowed to defer only to the next available intake and I should resubmit my application should the deferment is more than one intake where prevailing fee structure and admissions requirements will apply at the time of application.

Refund request: I understand that any refund of my course fees, if any, are subjected to the conditions stipulated under Section 2 of my Student Contract.

Student signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## 5. Return Details

James Cook University, Singapore  
149 Sims Drive, Block A, Reception (A1-01)  
Tel: +65 6709 3888 Email: [admissions-singapore@jcu.edu.au](mailto:admissions-singapore@jcu.edu.au)

Form received by:

JCU Staff: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## 6. Recommendation/Approval by Asst. Admissions Mngr/Assoc. Director, Admissions and Compliance

**Recommended for approval**

Without Penalty  With Academic Penalty  With Financial Penalty

**Not recommended for approval**

Comments: \_\_\_\_\_

**For an extension of the deadline**

Approved  Rejected

Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## 7. Approval by Campus Dean (case by case)

**Approved**  **Rejected**

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## 8. Approval by Finance (applicable for refund request only)

Recommendation by  Chief Financial Officer /  Senior Manager Finance & Purchasing

**Approved for Refund**  **Not Approved for Refund**

Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Refund Details

| Description                    | Amount (\$) |
|--------------------------------|-------------|
| Tuition Fee                    |             |
| Others, please specify:        |             |
| Less: Bank charges             |             |
| <b>Total amount refundable</b> |             |

Version 3.4, 20 December 2024