

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:

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Withdrawal request: I understand that all enrolled subjects and course will be withdrawn and my student pass, if applicable will be cancelled accordingly.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

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	
Total amount refundable	

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