



Refund Request (Special Cases) Form

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|-------------------------------------------------------------|------------------------------------------------------------------------|
| Refund type | Withdrawal for Cause / Withdrawal without Cause <i>(please select)</i> |
| Course | |
| Name of Student | |
| Student ID | |
| NRIC/ FIN No. | |
| Contact No. (HP) | |
| Address (if different from that written in the Application) | |

Refund of Course Fees (Please Refer To LSBF Refund Policy)

| <i>Amount Refundable</i> | <i>Amount in SGD \$</i> |
|----------------------------------------------------|-------------------------|
| Amount available for refund from refund policy* | |
| LESS: Relevant third party charges (if applicable) | |
| LESS: Administrative Charges (if applicable) | |
| Net Amount to be Refunded | |

**Please refer to the Refund Policy for the Calculation of the Refundable Fee . All refunds are made in Singapore currency. Refund will be made no more than seven (7) working days from date of Refund Request.*

Student's Undertaking:

I acknowledge the above amount will be refundable to myself upon approval of the refundable fees, which will be processed within seven (7) working days from the date of my application indicated in this Refund Request Form. I am fully aware of the school's refund policy.

Signature of Student

Date

For Official Use Only

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| Approval by Programme Director (signature and date) | |
| Approval by Head of Department (signature and date) | |
| Approval by Managing Director (signature and date) | |
| Remarks by Programme Manager | |