

Request to Add, Change or Drop Subject

Instructions: Your request will only be processed after all applicable sections of this form have been duly completed and signed. If you are under 18 years old, this form must be signed by your parent/guardian.

Section A: Applicant's Particulars	
Name of Applicant (as in NRIC/Passport)	
NRIC/Fin No:	
<input type="checkbox"/> English for Academic Study	<input type="checkbox"/> Edexcel International Tuition Programme
<input type="checkbox"/> Pearson Edexcel IGCSE	<input type="checkbox"/> Pearson Edexcel International Advanced Level
<input type="checkbox"/> Pearson Edexcel GCE 'A' level (Art/Chinese)	

Section B : Add, Change or Drop Subject
<input type="checkbox"/> Add a new Subject: _____
<input type="checkbox"/> Subject to drop: _____ and change to _____
<input type="checkbox"/> Subject to drop: _____
Proposed start date: _____
Reason/s for the above request (if any):

Section E: Declaration by the student	
I declare that the information given is true and accurate to the best of my knowledge. I am fully aware there may be charges incurred to add subject.	
Signature of Student	Date
Name and Signature of *Parent/Guardian (if student is below 18 years of age)	Date

For Official Use only

Academic Department (*Delete as appropriate)

Add subject is: approved not approved

Change of subject is: approved not approved

Drop subject is: approved not approved

There will be * additional / no additional fees to be charged.

.....
The Principal
Arthur Davis

.....
Date

Check-list

- Student is informed of outcome on _____
- The respective teachers are informed by email on _____
- MIS & Timetable updated on _____
- Trial subject/period: _____
- Effective date _____
- Other: _____

Accounts Department

(to be completed only if there is additional fees to be charged)

Additional course fee of S\$_____ to be charged for adding new subject/s.

.....
Accounts Department
Name:

.....
Date

Note:

All information provided is treated with strictest confidentiality and is meant for internal use only.