INSWORLD INSTITUTE
GLOBAL ACADEMIC EXCELLENCE

Request to Add, Change or Withdraw Subject

Instructions: Your request will only be processed after all applicable sections of this form have been duly completed and signed. Parent/guardian signature is required irrespective of whether the student is above or below 18 years of age.

Section A: Applicant's Particulars	
Name of Applicant (as in NRIC/Passport):	
NRIC/FIN No (Last 4 digits) :	
☐ English for Academic Study ☐ Edexcel International Tuition Programme ☐ Pearson Edexcel IG	☐ Pearson Edexcel International Advanced Level ☐ Pearson Edexcel GCE 'A' level

Section B: Add, Change or Withdraw Subject
☐ Add a new subject: _____ ☐ Subject to drop: _____ and change to _____ ☐ Subject to withdraw: _____ Proposed start date: _____
Reason/s for the above request (if any):

Section C: Subject Teacher Feedback (additions and changes only, based on trial lessons)	
Subject / Teacher:	Trial Date
Feedback:	
Signature of Subject Teacher:	Date:

Section D: 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:
Section E: Declaration by the Parent/Guardian (required for all students)	
I have read and understood this request and consent to the change(s) stated above. I am aware that there may be additional charges for adding a subject.	
Name and Signature of Parent/Guardian:	Date:

For Official Use Only	
Academic Department *(*Delete as appropriate)*	
Add subject is:	☐ approved ☐ not approved
Change of subject is:	☐ approved ☐ not approved
Withdrawal of subject is:	☐ approved ☐ not approved

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The Principal **Date**

Arthur Davis

Student Services/Finance/Admin Check-list (record the date for each item)	
☐ Parent/guardian acknowledgement of form issued, received on	
☐ Student informed of outcome on	
☐ Effective date	
☐ Approved form forwarded to Finance (only where there are payment changes)	
☐ Addendum is prepared and signed by the parents (only when there is change to course fee)	
☐ Approved form sent to IT on (timetable timeline counts from this date)	
☐ MIS & timetable updated on	
☐ Student, parent/guardian and relevant teachers informed on	
☐ Documentation completed by Admin on	
☐ Other:	

Finance Department
(To be completed only where there are payment changes)
☐ Additional course fee of S$ _____ to be charged for adding new subject/s.
☐ Recruiter and Admissions Department informed on _____.
☐ Addendum form prepared on _____.
☐ Fee adjustments communicated to parent/guardian on _____.

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Finance Department .....

Name: **Date**

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