

“Request Withdrawal and Refund” Form (for WSQ courses only)

PRIVATE AND CONFIDENTIAL

Confidentiality: SALT Pte Ltd (“SALT”) is committed to maintaining the confidentiality of the applicant’s personal information and undertakes not to divulge any of the applicant’s personal information to any third party without the prior written consent of the applicant.

COURSE WITHDRAWAL / REFUND REQUEST FORM

Important Notes:

1. Course participants intending to withdraw from the WSQ course must complete the ‘Withdrawal/Refund Form’ and submit it to SALT for consideration, not less than 7 days before commencement of course.
2. Course participants are to provide documentary proof if applicable in order to facilitate in the withdrawal/refund process.
3. Refund of fees shall be in accordance with the Refund Policy as set out by the Centre.
4. For all withdrawal/refund requests, the process will normally take 7 working days for processing. Official outcome will be communicated to course participants via e-mail.
5. SALT Pte Ltd shall refund the course fees already paid, less \$35/- (being the administrative fee), the GST portion (if any), and the commission already paid to PayPal.
6. All request for refund must be submitted 7 days before commencement of course, failing which, there will be no refund.

APPLICANT INFORMATION

Date of Request: _____

Name: _____

NRIC / FIN / Passport No: _____

Course Name: _____

Course commencing: _____

Reason(s) for Withdrawal / refund:

Signature of Applicant / Date