

WITHDRAWAL FORM FOR CPE-REGISTERED PROGRAMME

[TO BE COMPLETED AND SIGNED BY CANDIDATE WHO HAS TO COME DOWN PERSONALLY TO SCI TO SUBMIT THE FORM, ADVISORY NOTE(S), STUDENT CONTRACT(S) & STUDY TEXT(S)]

Section A: Candidate's Particulars

Salutation: Full Name (as in NRIC or Passport):
 E-mail Address: Contact Number:

Section B: Programme Details

(i) Please select the following **Programme(s)** that you wish to withdraw from:

- | | | |
|--|--|---|
| <input type="checkbox"/> Diploma in General Insurance and Risk Management (DGIRM) - Self-Study | <input type="checkbox"/> Advanced Diploma in General Insurance and Risk Management (ADGIRM) - Self-Study | <input type="checkbox"/> Diploma in Life Insurance (DLI) - Self-Study |
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(ii) Please select the following **Module(s)** that you wish to withdraw from:

- | | | |
|---|--|---|
| <input type="checkbox"/> DGI01 : Legal Aspects of Insurance | <input type="checkbox"/> ADGI05 : Claims Management | <input type="checkbox"/> DLI01 : Individual Life Insurance |
| <input type="checkbox"/> DGI02 : Insurance Company Operations | <input type="checkbox"/> ADGI06 : Risk Management | <input type="checkbox"/> DLI02 : Risk Management, Insurance and Retirement Planning |
| <input type="checkbox"/> DGI03 : Commercial Property and Business Interruption Underwriting | <input type="checkbox"/> ADGI07 : Business And Economics | <input type="checkbox"/> DLI03 : Life Insurance Law |
| <input type="checkbox"/> DGI04 : Liability Insurance Underwriting | | <input type="checkbox"/> DLI04 : Life Insurance Company Operations |
| | | <input type="checkbox"/> DLI05 : Financial Planning: Process and Environment |

Please select the following notice period of withdrawal:

NOTICE PERIOD (During Cooling-Off Period)	REFUND AMOUNT
<input type="checkbox"/> Withdrawal During Cooling-Off Period (within 7 working days after the student contract signing date).	Full refund of examination fee paid (including one-time registration fee of S\$32.10) ¹
NOTICE PERIOD (After Cooling-Off Period)	REFUND AMOUNT
<input type="checkbox"/> Withdrawal notice of more than 14 working days before the examination registered for.	75% refund of the examination fee ²
<input type="checkbox"/> Withdrawal notice of between 14 to 7 working days before the examination registered for.	50% refund of the examination fee ²
<input type="checkbox"/> Withdrawal notice of less than 7 working days before the examination registered for.	No refund

¹The original signed Advisory Note(s), Student Contract(s) and the study text(s) in its original condition issued has to be returned in person to SCI.

²There will be no refund for the one-time registration fee of S\$32.10 (inclusive of 7% GST).

Candidate's Name: _____

Candidate's Signature: _____

Date: _____