



Equistar International College

Student Request Form

SECTION 1: GENERAL INFORMATION

Student Name: _____

Date of Request: _____

Course Name: _____

Contact No.: _____

Email: _____

SECTION 2: TYPE OF REQUEST (STUDENT TO COMPLETE)

Course Withdrawal Withdrawal Effective Date: _____

Course Deferment Period of Deferment: _____ From: _____ To: _____

Course Transfer New Course: _____

Refund

Details and Reasons for the Request

Banking Details (For Refunds Only)

Note: Indicate your preferred refund method by filling in either the PayNow or Bank Account fields.

PayNow

PayNow Number: _____

Bank Account

Bank Name: _____

Account Number: _____

Account Name: _____

Swift Code: _____

Others

Others: _____



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SECTION 3: ACKNOWLEDGEMENT BY STUDENT (OR PARENT / LEGAL GUARDIAN IF STUDENT IS BELOW 18 YEARS OLD)

I hereby acknowledge and confirm this request for submission.

Name: _____ Signature: _____

SECTION 4: PROCESSING OF REQUEST (STAFF TO COMPLETE)

Staff will meet the student (or parent / legal guardian if student is below 18 years old) to understand the request and note any remarks, if necessary.

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Name of Staff Processing: _____

Name of Management Team: _____

Signature of Management Team: _____

Date of Request Completion: _____

SECTION 5: FOR OFFICIAL USE ONLY

- Issuance of Notification to Effect Student Status
- Informing FPS Provider (if applicable)
Informing ICA of Student Status (if applicable)
- (Note: For student-initiated cancellation of STP, College is to obtain the screenshot from ICA's portal showing the change in student status)
- Issuance of Refund (if applicable)

Date	Remarks