

## RE-MODULE FORM

*IMPORTANT: Under FPS (EduTrust), the fee protection scheme covers 100% of all fees payable by local and/or international students which includes Course Fee, Remodule Fee etc. Once this form is completed and payment is made, please submit to **Manager of Admin/Student Admin Executive** and attached a photocopy of result slip within 1 week upon the release of results.*

Course Title:	Intake No.		Module(s) Affected:
	Start Date:	End Date:	
Student Name:		NRIC/Passport/FIN No:	
Address:			
Student Pass Expiry Date: <i>(Applicable for International Students)</i>		E-mail:	
Remodule Schedule:			
Start Date:		End Date:	

### Payment Information

Description	Amount	For Official Use Only	
Re-Module Fee	\$	Receipt No.	
FPS Processing Fee	\$	Date:	
<b>Total</b>	<b>\$</b>		

### NOTES:

1. Please ensure all details are fully completed before submitting your form.
2. GENETIC undertakes to maintain the confidentiality of student's personal information and not to disclose the information to any third party without the consent of the student.
3. This form shall be an addendum to the Student Contract
4. Student must refer and abide to the respective course rules and regulations
5. The student has read, understood, and agreed to the terms and conditions as stated above

<p><b>SIGNED by the Student</b></p> <p>_____</p> <p>Student Name:</p> <p>Date:</p>	<p><b>SIGNED by GENETIC</b></p> <p>_____</p> <p>Name of Authorized Signatory:</p> <p>Date:</p>
--	--

## Remodule Policy

### 1. A student can remodule on the following circumstances:

- The number of failed modules is greater than or equal to 50% of the total modules within the semester and/or total modules of the course.
- Retaking the module more than two (2) times.
- When the student has requested for the teacher's revision or additional classes in-lieu of module re-sit.

**Note: When the student has not requested for re-module and falls into the above circumstances, then he/she will be viable for termination.**

### 2. Remodule can be arranged on the following options:

Options	Details
Remodule 1st Option	Class is arranged within the course duration and module time-table is within the semester scheduling
Remodule 2nd Option	Class is arranged within the course duration but module time-table is not within the semester scheduling

3. All fees collected for the remodule will be FPS protected. Cross-reference with EQMS-POM Sub-Criterion

4.1.1 Fee Protection Scheme

4. There will be no instalment arrangements for remodule fee.

5. Remodule schedules and timetable will be approved by HoA as the chairman of TLC. All remodule schedules shall be endorsed to the BoA for final review and approval.

#### Remodule Procedure

