

MODULE EXEMPTION REQUEST FORM

IMPORTANT NOTE:

1. This form is to be completed by applicants requesting for exemption.
2. Exemption (s) may be granted for certain modules to applicants who have taken comparable modules in other programmes.
3. All application for exemption (s) must be submitted with certified true copies of the certificates and transcripts. The syllabuses of the module (s) must be attached.
4. The module(s) you previously successfully completed must be similar in nature to the module from which you now seek exemption. Learning from a number of successfully completed modules may be combined in order to gain a single module exemption
5. The module(s)/subject(s) previously completed must be either at the same (or higher) level than the module for which you currently seek the exemption, (e.g., if you seek an exemption from a level 3 module, you must have previously successfully completed a similar level's or higher-level module).
6. The maximum number of exempted modules that could be exempted from the programme shall not be more than 40% of the programme.
7. The student must continue to attend class as normal until he/she receives written confirmation granting an exemption for the module.
8. No refund of module fee will be made for exempted modules.
9. All information provided is treated with strictest confidentiality and are meant for internal use only.

FOR OFFICE USE ONLY

Date received (DD/MM/YYYY): _____

Name of Staff to update the record: _____

Record:

Notification Letter given to student.
Date (DD/MM/YYYY): _____

Module Exemption Fees Received (If Applicable):

Certificate/Diploma (Level 1 to 3) - \$361.20 per module

Specialist Diploma - \$ 428 per module

Advanced Diploma - \$ 535 per module
* Fee is subjected to 7% GST

Others(Specify): _____

Name of Staff update the student's record: _____

Date (DD/MM/YYYY): _____

(1) PARTICULARS OF APPLICANT

Name:	NRIC No/ FIN:	Date of Birth (DD/MM/YYYY):
Email Address:	Mobile No:	

(2) DETAILS OF THE COURSE ENROLLED IN

Course:	Term Applied For (MM/YYYY):	Mode of Study: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
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(3) MODULE (S) EXEMPTION

Part A: Module(S) Apply for Exemption

No	Module Code	Module Title	COMMENCEMENT DATE
1			
2			
3			
4			
5			

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Part B: *Module Completed by Applicant and Deemed to Be Equivalent to That in Part (A)

No	Institute Name	Module Code	Module Title	Grade Obtained
1				
2				
3				
4				
5				

*** Please attach certified copies of your certificate(s), transcript, module synopsis and other relevant documents and evidence to support their application for Module Exemption.**

(4) STUDENT DECLARATION

I declare that all information given by me and the documents attached with this application are true and accurate to the best of my knowledge, and I have not deliberately omitted any relevant facts. I understand that any false declaration will render me liable to appropriate action, including withdrawal from the course offered or of the certificate issued to me. I agree to abide by the decision of GSTM concerning this application

Signature of Student

Date

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ACTION BY ACADEMIC DEPARTMENT

Module (s) granted for exemption:

No	Module Code	Module Title	Evaluation Outcome
1			Supported/ Rejected
2			Supported/ Rejected
3			Supported/ Rejected
4			Supported/ Rejected
5			Supported/ Rejected

Comments (If any):

Approved by:

Signature of Chairman of Academic Board
Name:
Date:

Signature of Head of Academic /Academic Director
Name:
Date: