

POLICY

1.1 Student can remodule on the following circumstances:

- 1.1.1 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 and didn't register for resit within 1 week upon the release of the results
- 1.1.2 Retake the module more than two times
- 1.1.3 If the student request for teacher's revision or additional classes in-lieu of module resit

*** If the student didn't re-module and falls on the above circumstances then he/she is viable for termination.**

1.2 Re-module can be arrange on the following options:

- 1.2.1 Within the course duration
- 1.2.2 After the course duration

Notes:

- (a) Student needs to process the Fee Protection Scheme.
- (b) Student needs to process Course registration extension, extension of student pass and Fee Protection Scheme. All cost incurred is to be paid by the student plus the re-module fee.

1.3 Minimum of two modules can be retaken for two months. Maximum duration of classes for failed modules is only 4 months. No more extension will be given to the students.

1.4 No installments for re-module fee. All fees shall be paid upon approval of re-module from Genetic and/or ICA for STP extension (if applicable).

1.5 The highest examination mark that the student can obtain in the remodule is **60**.

1.6 Re-Module Payment Scheme

Re-module Schedule Options	Fee (Each module to retake) (inclusive of 7% GST)
Re-Module – 1st Option (class arranged within the course duration and module time-table is within the semester scheduling)	SGD 1, 120 (1, 041.60 Course Fee + 78.40 GST 7%)
Re-Module – 2nd Option (class arranged within the course duration but module time-table is not within the semester scheduling)	SGD 2, 000 (1860 Course Fee + 140 GST 7%)
Re-Module – 3rd Option (class is arranged after the course duration)	

* Fees may subject to change from time to time

PROCEDURE

- Student submits the filled Re-Module and Course Extension Form (if applicable) to the **Student Admin Executive** within 1 week upon the receipt of the result slip.
- The **Student Admin Executive** submits the Remodule form and other required documents to the Principal for review and approval.
- Upon approval, the SAE informs the Programme Director to arrange the remodule and plan the time-table and schedule (*applicable for remodule-2nd and 3rd Option only*).
- The SAE informs the student on the result of remodule within 1 week upon the receipt of the remodule request.
- The SAE informs the students of the remodule time-table and daily class schedule within 1 week upon the approval of the remodule request.