

Office use only

(Participant / Section)

(MS / M&CS)

Application Date _____ Received by / Date _____

Checking Details:

Any other course(s) enrolled in same quarter

Application received in 14 days before the course commences (MS)

<input type="checkbox"/> Refund Payment Type	CA	CQ	VI	MA	CO
	\$	\$	\$	\$	\$

Refund Calculation (For transferring to activity with LOWER fee)

$\$ \underline{\hspace{2cm}} - \$200 - * \$ \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$
 Fee Difference - Admin. Fee - *Adjustment = Total Refund Amount

*Adj. Calculation in Details _____

Balance Calculation (For transferring to activity with HIGHER fee)

$\$ \underline{\hspace{2cm}} + \$200 - * \$ \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$
 Fee Difference + Admin. Fee - *Adjustment = Total Amount Paid by Applicant

*Adj. Calculation in Details _____

Balance Calculation (For transferring to activity with THE SAME fee)

$\$ \underline{0} + \$200 - * \$ \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$
 Fee Difference + Admin. Fee - *Adjustment = Total Amount Paid by Applicant

*Adj. Calculation in Details _____

(Section / MS)

Handled by / Date _____

(Section / MS)

Checked by / Date _____

Approved by / Date _____

Endorsed by / Date _____

Section Manager