GEM Discoverer Withdrawal Form

**APPLICANT INFORMATION**

<table>
<thead>
<tr>
<th>MATRIC NUMBER</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATIONALITY</td>
<td>EMAIL:</td>
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</tbody>
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- ☐ FEMALE ☐ MALE
- NRIC / ID : PHONE : CGPA :
- COLLEGE : SCHOOL : COURSE :
- HOST UNIVERSITY : AY/Semester Allocated :
- ☐ Applied for NTU Financial Aid

**IMPORTANT NOTES:**
- This form is subject to review and it is at the sole discretion of OGEM.
- Invalid reasons for withdrawal may subject the student to a **$200 penalty** and/ or lower priority for future applications in any GEM Discoverer programmes. This is in addition to the host university high cancellation/ withdrawal fees (if any).
- Submission can only be made to the GEM office between 9.30am-12.30pm.
- Submission will be processed in 10 working days from the date of submission. Incomplete appeal submission will not be considered.

**DECLARATION**
- I confirm that I would like to withdraw my GEM Discoverer placement this semester with immediate effect.
- I confirm that the particulars and information furnished by me in this form, and any accompanying documents are true and accurate to the best of my knowledge.

_________________________________________                                          _____________

Applicant Signature                          Date
WITHDRAWAL APPLICATION

Reason being:

☐ Medical
  • Attach a letter from a physician certifying that the student is unfit to participate in the programme.
☐ Death in the immediate family
  • Documentation (e.g. photocopy of Death Certificate) must be attached to this form.
☐ Course Matching Issue
  • Signature of School Exchange coordinator is needed.
☐ Others (Any supporting documentation must be attached to this form):
  ______________________________________________________________
  ______________________________________________________________
  ______________________________________________________________
  ______________________________________________________________
  ______________________________________________________________
  ______________________________________________________________
  ______________________________________________________________

Applicant name ___________________________ Signature ___________________________ Date ___________________________

APPROVAL (FOR OFFICIAL USE)

☐ Valid (penalty waived) ☐ Invalid (impose $500 penalty)

☐ Valid (penalty waived but impose lower priority for future exchange application)

By (Associate Provost, Undergraduate Education) ___________________________ Signature ___________________________ Date ___________________________

ADMINISTRATION AND PROCESSING (FOR OFFICIAL USE)

Received Date: __________________________________________

Removed from System Date: __________________________________________

Student Notified Date: __________________________________________

Host University Notified Date (If any): __________________________________________

Office of Global Education & Mobility ___________________________ Signature ___________________________ Date ___________________________
Mode of Submission

Print the completed form and submit it with supporting document (if any) personally from Mondays to Fridays (except Public Holidays) between **9.30am** and **12.30pm** to the following address.

GEM Discoverer  
Office of Global Education & Mobility  
Nanyang Technological University  
42 Nanyang Avenue (Student Services Centre, Level 1)  
Singapore 639815

*Forms submitted via mail and email will not be processed.*