



## Request for Transfer

<b>Name of student</b>	
<b>Student number</b>	
<b>Email address</b>	
<b>Contact number</b>	

I wish to request to transfer from my present course to a new course of study. I understand the school's transfer policy which is on the school's website.

**Notes:**

- 1 Transfer means a student changes the course of study but remains as a student of the school.
- 2 \*For an approved transfer request, the original student contract must be terminated and a new contract must be signed.
- 3 International students are required to submit an application for the transfer of School/course of study at least 4 weeks before the course begins.
- 4 The request for transfer to a different course/programme within the school must be submitted a week before the commencement of the course/programme or, at the maximum, within 14 days after the date of commencement of classes.
- 5 An Administrative Fee of \$50 will be applicable for every successful transfer.

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\*May not be applicable for transfer of paper(s) in the Preparatory Course for ACCA.

<b>Present Course</b>	
<b>New Course</b>	
<b>Reason</b>	

SIGNED by the Student

SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

Name of Parent or Legal Guardian:

NRIC / Passport No:



**FOR OFFICIAL USE**

**Remarks by Programme Manager/Education Consultant**

- Explained implications of transfer (cancellation of existing student pass and application of a new pass)
- Checked that the student satisfies the Entry Requirements/Pre-requisite of the requested course (if applicable)
- Informed the student of costs involved (if applicable)

\_\_\_\_\_  
Signature of staff & Date

**Fees Applicable**

- Administrative fee of \$50.
- Top up of \_\_\_\_\_
- Others \_\_\_\_\_
- Nil

\_\_\_\_\_  
Signature of staff & Date

**Approval by the Head of Department**

- Transfer request approved.
- Transfer request rejected.

\_\_\_\_\_  
Signature of Head of Department & Date