

## PROGRAMME TRANSFER FORM

### INSTRUCTIONS:

1. Your request for programme transfer (including transferring from Full time to Part time or vice versa) and any refund payment will only be processed after all applicable sections are duly completed.
2. An administrative fee of S\$115.00 (incl. of GST) is applicable. The fee is non-refundable and non-transferable unless the application is rejected by the university or the authorities.
3. Approval for transfer will be granted on a case-by-case basis subject to the student meeting the admissions requirements of the new programme and approval from the university where applicable.
4. If you are under 18 years of age, the school will seek your parent's/guardian's approval prior to processing your request. Please provide the contact details in Section C.
5. For students who are under Company's sponsorship, company representative will indicate approval for transfer in Section D.
6. For international students, the programme transfer will only take effect after ICA approves the transfer of the Student's Pass. A S\$30.00 (incl. of GST) Student's Pass Processing fee is payable to ICA for the transfer of Student's Pass to the new programme.
7. Once the request for transfer is approved, a new Student Contract which will be issued, with an Acceptance Form informing him/her of the fees payable. A new Fee Protection Scheme (FPS) Insurance will be purchased for the new program and FPS Fees are payable.

SECTION A: COURSE INFORMATION			
Programme Enrolled			
Commencement Date of Programme		End Date of Programme	
New Programme To Transfer To			
Commencement Date of New Programme		End Date of New Programme	
Reason(s) for transfer			

SECTION B: STUDENT'S PARTICULARS <i>(*Please delete accordingly)</i>			
Name of Student		DOB	
*NRIC/Passport No.		Student's Pass FIN No. (International student)	
Mailing Address			
E-mail Address		Contact No	

SECTION C: APPLICABLE TO STUDENT UNDER THE AGE OF 18 ONLY			
Parent's/Guardian's Name			
Mailing Address			
E-mail		Contact No	

SECTION D: APPLICABLE TO COMPANY SPONSORED STUDENT ONLY					
Name of Company					
Company Address					
Name of Company Representative				Designation	
Contact No.		Fax No.		Email	
<b>Declaration</b> The Company approves the programme transfer and will sponsor the applicant for the new programme.					
_____ Signature of Company Representative		_____ Date		_____ Company Stamp	

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### SECTION E: DECLARATION BY STUDENT

I declare that the information given is true and accurate to the best of my knowledge and I have not willingly suppressed any information. I am fully aware of the school's current programme transfer policy.

I understand that the student contract for the existing programme will be terminated and replaced by a new student contract.

**For international students:** I understand that my student's pass application will be submitted to ICA for approval of transfer within the next 7 working days. A processing fee has to be paid to ICA for processing the student's pass application (prevailing rate is S\$30).

#### For Transfer of programme from Part time to Full Time only

#### Medical Insurance Opt Out for Singapore Citizen (SC)/PR and non Student's Pass International Students

A SC/PR or a non-Student's Pass international student who is protected by his own medical insurance coverage in Singapore can opt out from the medical insurance scheme arranged for by the PEI. If the preceding condition holds and if the Student opts out, he is to check the box below and submit documentary proof of coverage. (e.g. Medishield printout from CPF website or Insurance Policy) The school reserves the right to bill the student the required MI fees if documentations are not submitted promptly.

I am adequately covered by my own medical insurance and wish to opt out from the medical insurance provided by the school. (Note: Student are to enclose the supporting documentation)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### FOR OFFICIAL USE ONLY

#### STUDENT SERVICES

Balance amount left in Student Account:	S\$
Amount of programme fee to be transferred to new programme:	S\$
Additional module/term fees to be collected from student:	S\$

Please provide student's monthly attendance and latest results for Admissions' submission to ICA.

Modules and Results obtained	Attendance - % per month
1.	1.
2.	2.
3.	3.
4.	4..

PE's Name & Signature		Date	
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#### ADMISSION

Amount paid under old App:	S\$
Amount to be transferred from old App to new App:	S\$
Balance amount left in Student Account:	S\$
FPS fees to be collected from student:	S\$
Date of new Student Contract issued and sent to student:	
Date of STP transfer submitted to ICA:	
Date of STP transfer approved by ICA:	
STP issued date & expiry date:	
Date of cancelling existing FPS and new FPS purchased:	
Date of refund initiated for existing FPS:	
Date of refund pay out to student:	
AE's Name & Signature	Date

NB: All information provided are treated with strictest confidentiality and are meant for internal use only.