



IMPORTANT NOTE:

1. The approval of Transfer of Course / Class Application is at the discretion of the Academic Department and is on case-by-case basis.
2. The outcome of the application will be released within 14 working days from the date of request.

TRANSFER OF COURSE / CLASS* APPLICATION FORM

SECTION A: Request of Transfer of Course / Class*

Name of Student		Current Class	
NRIC / FIN / Passport* No		Contact No	
New Course Requested (for Transfer of Course only) (Please Tick the Course and Circle the Level)	<input type="checkbox"/> Year 1 / 2 / 3 / 4 / 5 / 6 *		<input type="checkbox"/> EIP 1 / 2 / 3 *
	<input type="checkbox"/> Singapore-Cambridge Year 7 / 8 *		<input type="checkbox"/> Preparatory Path Year 10
	<input type="checkbox"/> Cambridge IGCSE Year 9 / 10 *		<input type="checkbox"/> Singapore-Cambridge GCE 'O' Year 9 / 10*
	<input type="checkbox"/> IBDP Year 11 / 12*		<input type="checkbox"/> WACE Year 11 / 12 *
New Class Requested (for Transfer of Class only) (Please specify)			
Reason for Change (please provide details on the separate sheet if the space provided is insufficient)			
<input type="checkbox"/> Copy of latest semester results			
<input type="checkbox"/> A Letter of Request from Parent / Guardian is attached			
We understand and abide to the following terms and conditions of transfer of course: <ol style="list-style-type: none"> 1. Course transfer will be taken as withdrawal of current course. 2. The original student contract will be terminated and a new contract will be signed. 3. The original Fee Protection Scheme (FPS) insurance will be terminated and new FPS insurance will be re-purchased under the new course enrolled. 4. Any unused portion of the school fees may be credited or transferred to the new course at the discretion of the School. 5. Any additional fee payable (eg arising from the difference between the current and new course) must be settled before the transfer can proceed. 6. The student will not be entitled to any refund for the difference in the course fees between the current and the new course if the former is higher than the latter. 7. For international students, the Student's Pass for the current course will be cancelled and the school will apply for a Student's Pass for the new course. 8. It is the responsibility of the international student to fulfill Immigration and Checkpoints Authority (ICA) minimum attendance requirement of 90% and the school will not be held responsible if the Student's Pass of the new course is not approved by ICA due to attendance issue. 9. The student must pay for the applicable Student's Pass processing fee. 10. Transfer of Course fee is applicable. There will be no fee for Transfer of Class. 			
Signature of Student		Name and Signature of Parent/Guardian	
Date		Date	

*Delete as applicable

SECTION B: For Office Use Only

Recommendation from Academic Department			
B1 Care Teacher			
<input type="checkbox"/> Recommended, new Course / Class* allocation: _____ Commencement Term: AY _____ Term <input type="checkbox"/> Not Recommended			
Comments <i>(If any)</i>			
Name and Signature		Date	
B2 Academic/Division Head			
<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended			
Comments <i>(If any)</i>			
Signature		Date	
B3 Vice Principal (Academic)			
<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended			
Comments <i>(If any)</i>			
Signature		Date	
B4 Principal			
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			
Comments <i>(If any)</i>			
Signature		Date	
B5 Office Use			
Handled by		Date Received	
Finance Officer informed / Date		Change of Course Fees paid	
Transfer of STP applied		STP application approved	
New Student Contract issued		Student's Academic Information updated	
Checked by Supervisor		Date	