



COURSE TRANSFER FORM

(Please write clearly in capital letters)

Section A: Personal Particulars	
Name of Student	
Student ID	
NRIC / FIN / Passport No.	
Student's Pass Expiry Date (if applicable)	
Mobile No.	
Email Address	
Course Enrolled	
Course Transfer To	
Course Start Date	
Reason(s) for Course Transfer	

Please attach all supporting documents for request.

Section B: Applicant's Declaration	
I declare that the information provided is true and accurate to the best of my knowledge. I understand that the information contained in this form is collected for enrolment and administrative purposes, and that some information may be released for administrative purposes. Personal information will not be passed on to any external body without prior authorization, unless a valid legal request has been made.	
Applicant's Name & Signature	Date
Parent/Guardian's Name & Signature (for Applicants below 18 years old)	Date

Section C: For Official Use					
Received On			Received By		
Outcome of Request	Approved / Rejected				
Approved By			Designation		
Signature			Date		
Remarks					
Student Notified By	Email / WhatsApp / In-Person		Date		
Action Required					
Counselling		Issue Approval Letter		Outstanding Fees Paid	
New Student Contract		Update FPS		Transfer Student's Pass	
Update Status		Others			
Done By			Date		