

**COURSE TRANSFER REQUEST FORM**

**1) STUDENT PARTICULARS** (to be completed by student)

Name of Student:	Contact Number:
FIN No :	Student ID :
Existing Course Name & Code:	
To Intended Course:	
Reason for transfer:	
Student's Signature	Date:
Parent's / Guardian's Signature	Date:

**2) FOR OFFICE USE ONLY**

New Course Name:	Entry requirement:
Approval by Management Team:	
<input type="checkbox"/> Approved <span style="margin-left: 200px;"><input type="checkbox"/> Rejected</span>	
Reason(s) for rejection:	
Any refund qualified:	
<input type="checkbox"/> Yes, proceed to refund procedure <span style="margin-left: 100px;"><input type="checkbox"/> No, please explain to student</span>	
Approved by  Signature	Signature / Date

**3) STUDENT'S ACKNOWLEDGEMENT (ONLY FOR APPROVED APPLICATION)**

I, \_\_\_\_\_ (Student Name) I/D No: \_\_\_\_\_ hereby acknowledge the course transfer from \_\_\_\_\_ (*Previous Course*) to \_\_\_\_\_ (*New Course*) and I am aware that my current Student's Pass will be cancelled and current contract is terminated with immediate effect. A new Student's Pass will be applied after signing the new contract with Newton International College.

*All the information obtained in this form will be kept confidential and is for internal use only. Consent will be sought from the student should particulars of the students be used for purposes other than internal marketing and billing.*