

Internal Course Transfer Application Form

() Mandatory Section**

| Student Details | |
|---------------------|--|
| Student Name (**) | |
| Student ID (**) | |
| Current Course (**) | |
| Current Level (**) | |
| Contact No (**) | |

| Course Details | |
|----------------------------|--|
| Course wish to transfer | |
| Start date of new course | |
| Reasons to transfer course | |

This form must be submitted in 2 Weeks advanced.

[Conditions]

1. If students do not agree to pay any of the extra material fees or gap charge on a new course request, the request will not be granted.
2. Students should be aware that they may be transferred into another class or be required to stay in their original class.

Student Name: _____

Signature: _____ (Parent/Guardian is required to sign if student is under 18)

Date: _____ / _____ / _____

| Staff Use | | |
|----------------------------|------|------------------------------|
| Outstanding Payment | YES: | If YES] Details: |
| | NO: | |
| Entrance Level Requirement | YES: | If YES] Details-Final Level: |
| | NO: | |
| Approval | YES: | If NO] Reasons: |
| | NO: | |

General Manager Signature: _____ Date: _____ / _____ / _____

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