



COURSE TRANSFER FORM

I, _____ I/D No: _____ have registered for

_____ Course at your school on _____
 (Course) (Date Of Registration)

Please allow me to transfer to _____ at your School.
 (Course)

Reason(s) for Transfer: _____

I am fully aware that I am required to pay an administrative fee of \$50.00 for the transfer and is subject to the Management's approval.

I also agree that I will fully bear any difference in the Course fees. I am also fully aware that any excess in Course fees will not be refunded by the School. The duration of the course which I am fully aware will be based on the new course which I have requested to transfer.

I will not hold the School liable for the transfer.

Amount of Course Fee Paid: S\$ _____ Receipt/Invoice No: _____

Signed: _____ Dated: _____
 (Signature of Student)

FOR OFFICE USE ONLY

New Course Name: _____

New Course Fee: S\$ _____ New Course Start Date: _____

Previous Course Fee Paid: S\$ _____ Difference in Course Fees: S\$ _____

Amount Collected: S\$ _____ (Inclusive of Admin. Fee Of \$50.)

Receipt/Invoice No: _____

Verified By: _____ Approved By: _____
 (Name/Title/Date) (Name/Title/Date)

ACKNOWLEDGEMENT BY STUDENT OF COURSE TRANSFER

I, _____ (Student Name) I/D No: _____ hereby
 acknowledge the Course transfer from _____ to _____
 (Previous Course) (New Course)

Signature Of Student: _____ Date: _____

JE is Committed to maintaining the Confidentiality of Student's personal particulars and undertakes not to divulge the information to any third party unless required by law or other statutory regulations
 Course Transfer Form Ver. 2/JE (Updated 04/11/2010)

