


 Submit personally at:  
Your Academic School

**APPLICATION FOR CLASS TRANSFER**

This form may take you 3 minutes to fill in. The data provided to Singapore Polytechnic will be kept strictly confidential and be used for the purpose of application for class transfer.

**IMPORTANT NOTES**

1. All applicants must read the transfer procedure overleaf.
2. All applications must be made on this form and submitted to YOUR RESPECTIVE SCHOOL.
3. A form that is incorrectly filled will not be processed. It is the student's responsibility to ensure that his/her name has been entered in the class register once the application has been approved. (Bring this form to class and show it to your lecturer).

Name: \_\_\_\_\_ Admission No: \_\_\_\_\_

Course: \_\_\_\_\_ Home/Office No.: \_\_\_\_\_ Handphone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

<b>STUDENT CLASS TRANSFER</b> Assigned Class : _____ Requested Class : _____ Reason for this request : _____ _____	<b>FOR OFFICIAL USE</b> No of Students _____ (present class) No of Students _____ (proposed class) Transfer is approved / not approved Signature : _____ Date : _____
<b>MODULE CLASS TRANSFER@</b> Are you a repeat student in this new semester? Yes / No 1. Module Code _____ (e.g. LC0303) Module Name _____ Assigned Module Class _____ (e.g. 1B01) Requested Module Class _____ (e.g. 1B03) Reason for this request : _____ _____	No of Students _____ (present class) No of Students _____ (proposed class) Transfer is approved / not approved Signature: _____ Date : _____
<b>MODULE CLASS TRANSFER@</b> Are you a repeat student in this new semester? Yes / No 2. Module Code _____ (e.g. LC0303) Module Name _____ Assigned Module Class _____ (e.g. 1B01) Requested Module Class _____ (e.g. 1B03) Reason for this request : _____ _____	No of Students _____ (present class) No of Students _____ (proposed class) Transfer is approved / not approved Signature: _____ Date : _____
_____ Student's Signature _____ Date _____	_____ Director's Signature/Date _____ School _____ Stamp _____ Student Record Updated : _____

@ For students taking additional modules of the next stage wanting to request for a change in module class(es)

## **PROCEDURE & REGULATIONS**

1. Transfer from one class to another will only be considered if there are good reasons for such a request. It is also subject to vacancies available in the class.
2. The application form must be completed in full otherwise it will not be considered. All applications MUST be submitted to reach the respective schools before the commencement of the semester.
3. Applicants MUST continue to attend lectures in their normal class pending the outcome of the result of their application.
4. Individual Schools may have specific instructions with regard to application for class transfers. Students should check with their respective Schools on this.
5. You will be notified of the outcome by your School within one calendar week of the closing date of application, i.e. (one week after school starts).
6. **LATE APPLICATIONS WILL NOT BE ENTERTAINED.**