



**APPLICATION FOR COURSE TRANSFER**

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

**IMPORTANT NOTES**

1. This form is to be completed by students who are currently enrolled and are PERMITTED TO CONTINUE in their course of study.
2. All applicants must read the transfer procedures stated overleaf.
3. All applicants who are below 21 years must obtain their parent's consent prior to submitting the form.
4. All male applicants liable for National Service who are 19 years of age or above (as at 1 Jan of the year in which transfer is requested) **must** seek clearance from Deferment Office, Central Manpower Base prior to making this application. Those who are 18 as at 1 Jan need not seek clearance. The Deferment Office, Central Manpower Base is located at 3 Depot Rd, #02-05, Singapore 109680.
5. For students eligible for the Tuition Grant (from the Ministry of Education), the eligibility is for a maximum of 10 semesters and this includes all Tuition Grants which you received previously at SP and other institutions^ for diploma courses studied. (For students granted direct entry into year 2 of a course, the eligibility is for a maximum of 8 semesters).

Admission No: _____ Name: _____	
Age: _____ Contact Nos : Home: _____ Handphone: _____	
My Current Course is _____	
I wish to transfer to : _____ (FT/EO)* Year: _____ (e.g. Year 2).	
I am also pursuing the Diploma-Plus course in _____	
My reason for requesting for the transfer are as follows (Documentary evidence to be provided where necessary): _____ _____	
I have read and agree to comply with the Transfer Procedures.	
Signature: _____ Date: _____	
For the outcome of the application, please contact me by phone. <input type="checkbox"/>	
<b>TO BE COMPLETED BY STUDENT'S PARENT IF STUDENT IS BELOW 21 YEARS OF AGE</b>	
I am aware of my child's request for the above course transfer and I support it.	
Name & Signature: _____ Date: _____	
<b>FOR OFFICIAL USE</b>	
<b>ADMISSIONS OFFICE</b>	<b>SCHOOL</b>
Medical/Eyesight/Hearing : _____	<u>Director of School's Comments:</u>  
Aggregate: _____ COP: _____	Approved/Not Approved* _____
Checked by: _____ Date: _____	Signature _____
<u>Admissions Manager's Comments:</u>  	<u>SAS Rep to Complete</u> Join Phase : _____ Path: _____ Requirement Term: _____ Option: _____ Check GEMs: _____ Class: _____

\* Delete where not applicable (FT=Full Time EO=Evenings Only DR=Day Release VC=Virtual College)

^ Institutions: 5 Polytechnics (NP, NYP, RP, SP & TP), LaSalle-SIA College of the Arts, Nanyang Academy of Fine Arts.

## **TRANSFER PROCEDURES**

1. All applicants must read and comply with the IMPORTANT NOTES portion of this form particularly concerning parent's consent, clearance for NS liable students and Tuition Grant eligibility.
2. Course transfers will be considered only after the release of examination results till 1 week before the start of the new semester. It is subject to individual merit and vacancies being available in the course to which the transfer is being sought.
3. All applicants applying for a course transfer must ensure that they meet the normal GCE 'O' level / 'A' level / ITE entry requirements and medical requirements (e.g. colour appreciation, hearing, etc.) for the course to which they wish to be transferred to.
4. The completed form must reach the Student Service Centre 1 week before the start of the new semester.
5. Applicants MUST continue to attend lectures in their present course pending the outcome of their application.
6. Late applications will not be accepted.
- 7. The result of this application will be conveyed to the applicant by the 2<sup>nd</sup> week of the new semester.**