



APPLICATION FOR COURSE TRANSFER

Before you fill in Part II of this form, please consult your Personal Tutor or any of your lecturers.

Part I: To be completed by Personal Tutor or lecturer AFTER meeting with student

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| 1. Does the student have difficulty coping with his/her current course?
If yes, please elaborate below. | Yes / No |
| 2. Does the student have problems with his/her course mate(s)/class mate(s)?
If yes, please elaborate below. | Yes / No |
| 3. Does the student have problems with his/her lecturer(s)?
If yes, please elaborate below. | Yes / No |
| 4. Does the student have any other reason for course transfer?
If yes, please specify below. | Yes / No |

_____ Name of Staff

_____ Signature

_____ Date

After you have seen your Personal Tutor or lecturer, you may proceed to complete this form. This form may take you 5 minutes to complete. You are advised to read the following notes carefully before completing the form. The data and documents provided to Singapore Polytechnic will be kept strictly confidential and used for the purpose of this application only. Thank you.

1. This form is for current students who wish to apply for transfer to another course. Students who are not permitted to continue with their current course are not eligible to apply for transfer.
2. Students must complete and submit this form to the Student Service Centre. Application Period: One (1) week from the day of the release of the semestral results. This will enable students to start the new course no later than the 1st week if their application is successful. **Late applications will not be accepted.**
3. Some courses will only consider students in the April semester because of the sequential nature of the course, therefore applications for these courses will only be accepted in the March application period. Please refer to the list attached.
4. The application is assessed based on merit and suitability and is subject to available vacancies in the new course.
5. Tuition Grant (TG) eligibility is capped at a maximum of 10 semesters and this includes all TG received in the current course.
6. Students must continue to attend classes in their current course pending the outcome of their application.

Part II: To be completed by student and submitted to the Student Service Centre, T16, Level 1

Name: _____

Admission No: _____	Current Course: _____
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Contact Number: _____	Email: _____
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I wish to apply to transfer to the Diploma in _____

Reason for application:	Please attach supporting documents (if any)
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<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
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<p>_____</p> <p>Signature of Student</p>	<p>_____</p> <p>Name and Signature of Parent (if student is under 21)</p>	<p>_____</p> <p>Date</p>
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List of Courses that are sequential in nature:

School of Architecture and the Built Environment

- Architecture
- Facilities Management
- Integrated Events and Project Management
- Landscape Architecture

SP Business School

- Accountancy
- Banking and Finance
- Business Administration
- Financial informatics
- Human Resource Management with Psychology
- Tourism and Resort Management

School of Chemical and Life Sciences

- Applied Chemistry
- Biomedical Science
- Biotechnology
- Chemical Engineering
- Food Science & Technology
- Optometry
- Nutrition, Health & Wellness
- Perfumery and Cosmetic Science

School of Communication, Arts and Social Sciences

- Applied Drama and Psychology
- Creative Writing for Television and New Media
- Media and Communication

SP Design School

- Games Design and Development
- Experience and Product Design
- Interior Design
- Visual Communication and Media Design

School of Digital Media and Infocomm Technology

- Digital Animation
- Music and Audio Technology
- Visual Effects and Motion Graphics