



Course Transfer Form

Name (*as in ID*): _____

NRIC / FIN No.: _____

Sales Invoice / Receipt No.: _____

Registered Course Details:

Course Start Date: _____ Batch No.: _____

Course Title: _____

Transfer To:

Course Start Date: _____ Batch No.: _____

Reason for transfer

Signature & Date

Please note:

All transfer is considered on case-by-case basis. An administrative charge of \$50.00 (inclusive of GST) will be imposed for all approved transfer. All transfer requests to be made 2 weeks before course date. The administrative charge is based on the submission received date of transfer.

For Official Use:

Management

Approved / Not Approved

Approved by:

Signed:

Date:

Registration

- 1. The Batch No. transferred in the accounting system.
- 2. Application form transferred from current batch to transferred batch
- 3. Direct invoice issued for an administrative charge of \$50.00

Prepared by:

Signed:

Date: