



# COURSE TRANSFER FORM

(Re-Schedule)

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: