

## Class / Programme Transfer Request

Version 4

What type of transfer are you applying for? <input type="checkbox"/> Class transfer <input type="checkbox"/> Programme/Course Transfer			
Student Detail			
Student Name:		ID Number:	
Current Teacher:		Nationality:	
Current Class/ Current Programme:		Class Sought/ Programme Sought:	
Signature:		Date:	

Decision <i>(to be completed by Academic Team Leader)</i>			
Result:	<input type="checkbox"/> Approved <input type="checkbox"/> Declined	Transfer Date:	
Comment:			
Signature:		Date:	

Office Use Only <i>(to be completed by Student Administration)</i>			
Actions Required:	<input type="checkbox"/> Copy to Existing teacher <input type="checkbox"/> Copy to New teacher notified (if approved) <input type="checkbox"/> Database/class roll updated		
Signature <i>(Student Admin.):</i>		Date:	
<b>Note:</b> <i>To be filed in Student Enrolment File once signed off by Student Administration.</i>			