

## Transfer/Withdrawal Form

**Reference No.:**

**General Information**

Student's name:	
Course attended:	
Commencement date of course:	
Date informed of Transfer/Withdrawal:	
Reasons for Transfer/Withdrawal          Signature of the Person Giving Notice _____  Relationship to the Student _____  Note: If the Student is 18 years old & below, parent/guardian consent must be sought.	

Processing officer:	
Signature of processing officer:	
Processing date:	

**Transfer**

Approved (    )                      Disapproved (    )

Disapproved:

Reason:
Student withdrawing transfer request and continue with the existing course (Yes/No) * If no, proceed to Withdrawal section

Approved:

New Course:  Start Date for new course:  Outstanding amount/credit amount from existing course  Fees payable for new course  Additional fees payable (if any):  Receipt no (f applicable)
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Signature of VP/P:	
Processing date:	

**Withdrawal**

Effective Date:	
Outstanding amount payable (if any):	
Amount to be refunded (if any):	
Receipt no. (if applicable):	
Refund Cheque no (if applicable):	
Cheque addressed to (if applicable):	
Date of cancellation of Student's Pass	

Note: to attached student's written letter with signature