

GLOBAL SCHOOL OF TECHNOLOGY

& MANAGEMENT PTE LTD

420 North Bridge Road, North Bridge Centre, #02-06, Singapore 188727 Tel: (65) 64239580/90 Website: www.gstm.edu.sg and Email: info@gstm.edu.sg

TRANSFER OF COURSE FORM

APPLICATION AND PAYMENT PROCEDURE

- 1. This form is to be completed by students requesting for a **transfer of** course and payment of a non-refundable transfer of course fee as follow:
 - Diploma/ Specialist Diploma/ Advanced Diploma Programme: \$107 (inclusive of 7% GST)
 - BSc (HONS) Degree (Top-Up) Programme: \$214 (inclusive of 7% GST)
- You will receive confirmation letter from the Student Services Staff informing the outcome of your request within 2 Weeks for Diploma/ Specialist Diploma / Advanced Diploma Programme. For BSc (HONS) Degree (Top-Up) Programme is subjected to University's confirmation and approval of transfer course within 4 weeks.
- 3. Payment can be made payable to "Global School of Technology & Management Pte Ltd" via a cheque.
- 4. Cash, Bank Transfer (DBS Current Account 001-906006-0), NETS and Debit/Credit Card facilities are also available at Global School of Technology & Management.

CONFIDENTIALITY CLAUSE:

Global School of Technology and Management (GSTM) is committed to maintaining the confidentiality of the applicant's personal information and undertakes not to divulge any of the applicant's personal information to any third party without the prior written consent of the applicant in accordance to PDPA (Singapore Personal Data Protection Act) requirements.

Section A: Applicant P	articulars					
Name of Student		Student ID:		NRIC No./ FIN No./ Student Pass:		
Contact No:	Email Address:	Student Pass Expiry Date:				
Current Course Registered:		Intake Term:	Duration:			
Section B: Request Ch	nange of Course					
New Course:		New Intake Term:	Duration:			
Section C: Reasons for Transfer (Please attach supporting document, if any)						
Signature of Student		e of Parent / Guardian low 18 years old)	I	Date		

Section D: Applicant's Acknowledgement I, the undersigned, hereby acknowledge that I have read, understood and agree to the following terms and conditions (Please tick "\/" accordingly): All information given by me and the documents attached with this application are true and accurate to the best of my knowledge, and I have not deliberately omitted any relevant facts. The refund policy of the current programme shall apply and students shall be required to settle any outstanding payment of the current programme prior to application. Course fees may vary and students shall make payment for any discrepancies upon successful processing of the application. Prior to the approval of the application, students shall remain in their current programme. Approval of application is at the sole discretion of the school and students with unsuccessful application shall remain in their current programme. Signature of Applicant Date Section E: Parent / Guardian's Acknowledgement (Applicable if student is below 18 years old)					
I,(Name of Parent/ Guardian) (NRIC / Passport No.) allow the request of transfer course for:					
Name of Student:	NRIC No. / Fin / Student Pass:				
Signature of Parent/ Guardian Date					
FOR OFFIC	CE USE ONLY				
Amount Paid: Receipt No:	Date pro	cessed:			
Name and Signature of Staff process the application:	-				
APPROVAL					
For BCU Programme	For GSTM programme				
Application outcome from University:	Application outcome: Approved Disapproved				
□ Approved □ Disapproved					
	Signature of CEO	Signature of a Member of			
Date:	Name:	Academic Board Name:			
(Attached with supporting email /formal letter from	Date:	Date:			
BCU) FINANCE DEPARTMENT					
DETAIL OF PROGRAMME FEE	Amount	Checklist:			
Amount of programme fee paid under the old programme:	S\$ S\$	Cancellation of Fee Protection			
Amount of programme fee consumed under the old programme:		Scheme for Existing Course with Insurance Provider			
Amount of programme fee to be transferred to from old to new programme:	S\$	A new insurance policy will be			
Additional module/term fees to be collected from student:	S\$	 purchased for the new course Medical insurance (if 			
New Programme Fee Amount: No of Instalment Plan:	S\$	applicable) Others, please specify: 			
Prepared by: Approver Signature of Finance Executive Signate Name: Name:	ure of Head of Finance				
Date: Date:					

ACTIONS TO BE TAKEN BY STUDENT SUPOORT & SERVICES DEPARTMENT				
Checklist:				
Notification Letter given to student				
Cancellation of PEI Student Contract				
New Offer Letter for student				
New PEI Student Contract				
Update the Student Database				
Others, please specify:				
Signature of Staff to update the record				
Name:				
Date:				