

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: | | | | |