

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 OFFICE USE ONLY

Amount Paid: _____ Receipt No: _____ Date processed: _____

Name and Signature of Staff process the application: _____

APPROVAL

For BCU Programme

Application outcome from University:

Approved Disapproved

Date: _____

(Attached with supporting email /formal letter from BCU)

For GSTM programme

Application outcome: Approved Disapproved

Signature of CEO

Name:

Date:

Signature of a Member of Academic Board

Name:

Date:

FINANCE DEPARTMENT

DETAIL OF PROGRAMME FEE	Amount
Amount of programme fee paid under the old programme:	S\$
Amount of programme fee consumed under the old programme:	S\$
Amount of programme fee to be transferred to from old to new programme:	S\$
Additional module/term fees to be collected from student:	S\$
New Programme Fee Amount:	S\$
No of Instalment Plan:	

Checklist:

- Cancellation of Fee Protection Scheme for Existing Course with Insurance Provider
- A new insurance policy will be purchased for the new course
- Medical insurance (if applicable)
- Others, please specify: _____

Prepared by:

Approved by:

Signature of Finance Executive
Name:
Date:

Signature of Head of Finance
Name:
Date:

ACTIONS TO BE TAKEN BY STUDENT SUPPORT & 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: