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| Course Transfer Request Form |

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| Section 1 : student’s information |

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| Name  | : |  |
| Student ID  | **:** |  |
| Course Enrolled | **:** |  |
| Course Transferring to | **:** |  |

Declaration

I hereby confirm my intention to withdraw from the course I am currently enrolled in for the purpose of transferring to another course as stated above. I acknowledge that application for this transfer is subject to the approval of **Trent Global College**.

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| Student’s Signature |  | **Date** |

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| Section 2 : request details |

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| Course Transferring to  | : |  |
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| Reasons for Transfer  |
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| Section 3 : pre-course counselling |

**Details of Pre-course Counselling Explained**

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| [ ]  | Student has been briefed on course information (course duration, structure, intakes, assessment and assessment schedules, entry requirements, English proficiency requirements, module synopsis, course syllabi, etc.), including course counseling to match the aspirations of the student with course learning outcomes |
| [ ]  | Student has been briefed on promotion and award criteria, including the type of certification that will be awarded and the opportunities for further education / graduation opportunity |
| [ ]  | Student has been briefed about student pass applications and procedures consisting of registration, collection, renewal, cancellation and online applications |
| [ ]  | Student has been briefed about attendance policy. Minimum requirement of 90% attendance for international students and 75% for local students. For government subsidized courses, the attendance requirement is 85% for local students. |
| [ ]  | Student has been briefed on the refund, withdrawal, transfer and deferment policy |
| [ ]  | Student has been briefed on tuition fees, payment schedule and other applicable miscellaneous fees payable to the School |
| [ ]  | Student has been briefed on the different methods of payment (Cash/NETS, Internet Banking, Cheque, PayNow / PayLah) |
| [ ]  | Student has been briefed on the Student Support Services provided by the School |
| [ ]  | Student has been briefed that local students are covered by MediShield Life, while international students are covered by College’s medical insurance policy |
| [ ]  | Student understands that the first payment can only be made after the Student Contract has been duly signed |
| [ ]  | Student understands the FPS provided by the School |
| [ ]  | Student understands the relevant Singapore laws and student pass holders are not permitted to engage in any form of employment or attend an industrial attachment / internship programme, whether paid or unpaid, without a valid work pass issued by the Ministry of Manpower |
| [ ]  | Student understands the terms and conditions of the Student Contract |
| [ ]  | Student has been directed to CPE’s official website ([www.ssg.gov.sg](http://www.ssg.gov.sg)) if they need to find out detailed information |

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| **Conducted by** | **:** |  |
| **Date** | **:** |  | **Signature** | **:** |  |
| **Student Declaration****I am satisfied / unsatisfied\* (please delete where appropriate) with the pre-course counseling that I have attended.** **I hereby acknowledge and certify that the above information has been clearly communicated to me.**  |
| **Date** | **:** |  |  **Signature** | **:** |  |

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| Section 4: for official use only |

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| **Receipt of Document Submission** **Please ensure that relevant educational certificates were provided by the student, and an accompanying parent’s consent was given with the application if the student is below 18 years old.** |

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| **Name** | **:** |  | **Designation** | **:** |  |
| **Date** | **:** |  | **Signature** | **:** |  |

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| section 5: aproval by Academic Department |

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| **Transfer Request is** | **:** | [ ]  Approved | [ ]  Rejected |
| **Name** | **:** |  | **Designation** | **:** |  |
| **Date** | **:** |  | **Signature** | **:** |  |

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| section 6: approval by mAnagement |

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| **Transfer Request is** | **:** | [ ]  Approved | [ ]  Rejected |
| **Name** | **:** |  | **Designation** | **:** |  |
| **Date** | **:** |  | **Signature** | **:** |  |