

## Course Transfer Form

Name (as in ID): \_\_\_\_\_

NRIC / FIN No.: \_\_\_\_\_

Sales Invoice / Receipt No.: \_\_\_\_\_

**Registered Course Details:**

Course Start Date: \_\_\_\_\_

Course Title: \_\_\_\_\_

**Transfer To:**

Course Start Date: \_\_\_\_\_

Reason for transfer

\_\_\_\_\_  
Signature & Date**Please note:**

All transfer is considered on case-by-case basis. An administrative charge of \$10.00 will be imposed for all approved transfer. All transfer requests to be made 2 weeks before course date. The administrative charge is based on the submission received date of transfer.

**For Official Use:****Management**

Approved / Not Approved

Approved by:

Signed:

Date:

**Invoice**Amended Invoice issued. 

Prepared by:

Signed:

Date: