



# INTEGRATED INTERNATIONAL SCHOOL

Capital Square Two, 21 Church Street #01-01, Singapore 049480  
+65 6466 4475 admission@iis.edu.sg / info@iis.edu.sg www.iis.edu.sg

## Transfer Request Form

Name of student	
NRIC / FIN / Passport no. (strike out where not applicable)	
Date of birth	
Contact no.	
Email	

I wish to request to transfer from my present course to a new course of study. I understand the school's transfer policy which is on the school's website.

*Note:*

1. Transfer means a student changes the course of study but remains as a student of the school.
2. For an approved transfer request, a new contract and/or addendum must be signed.

Present Course	
New Course	
Reason:	

SIGNED by the Student

\_\_\_\_\_  
Signature and date:

SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)

\_\_\_\_\_  
Signature and date:

Name of Parent or Legal Guardian: \_\_\_\_\_

NRIC / Passport No / FIN No: \_\_\_\_\_



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## FOR OFFICE USE

### Remarks by Counsellor / Education Consultant

- ☐ Explained implications of transfer (cancellation of existing student pass and application of a new pass)
- ☐ Checked that the student satisfies the Entry Requirements/Pre-requisite of the requested course
- ☐ Informed the student of costs involved

\_\_\_\_\_  
 Name of Staff /Signature & date

### Cost calculations (if any)

\_\_\_\_\_  
 Name of Staff/Signature & date

### Remarks by Principal/Vice Principal

- ☐ Approved
- ☐ Not Approved

\_\_\_\_\_  
 Name of Staff/Signature & date

	Done by: (Name of staff)	Date:
<input type="checkbox"/> Reply to student effecting the transfer		
<input type="checkbox"/> Termination of existing student contract and signing of new contract and/or addendum		
<input type="checkbox"/> Transfer of funds from old course to new course (if applicable)		
<input type="checkbox"/> Cancellation of the existing student pass and application for a new pass		
<input type="checkbox"/> Informing the FPS provider		
<input type="checkbox"/> Service standard met? The school sets a service standard of not more than 4 weeks from the point of receiving the transfer request to notifying the student of the outcome of his request for transfer in writing are met.	YES	NO