

Ref No. : C4-F01  
Rev No. : Rev 03  
Issue Date : 21 April 2014  
Effective Date : 14 November 2016

**Section 1: Student's Particulars**

Name : \_\_\_\_\_

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

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 Kingston International School.

\_\_\_\_\_  
Student's Signature\_\_\_\_\_  
Date**Section 2: Request Details**

Course Transferring to : \_\_\_\_\_

\_\_\_\_\_  
Reasons for Transfer (Through Interview Session)  
\_\_\_\_\_  
\_\_\_\_\_**Section 3: For Official Use Only**Receipt of Document Submission

Please ensure that relevant educational certificates were provided by the student, and an accompanying parent's consent letter was given with the application if the student is below 18 years old.

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

**Section 4: Approval By Academic Department**

Transfer Request is :  Approved  Rejected

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

**Section 5: Approval By Management**

Transfer Request is :  Approved  Rejected

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

**Section 6: Outcome of Appeal (If request was rejected)**

Appeal is :  Approved  Rejected

Approver's Name : \_\_\_\_\_

Date : \_\_\_\_\_ Signature : \_\_\_\_\_