

Ref No. : C4-F01
Rev No. : Rev 01
Issue Date : 21 April 2014
Effective Date : 25 February 2015

Section 1: Student's Particulars

Name :

Student ID/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: Pre-course Counseling

Details of Session and Issues Discussed

Section 4: 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 5: Outcome

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 : _____