

Educare Global Academy Course Transfer Request Form

Please read the following instructions and notes carefully.

All requests for course transfer must be accompanied by the **completed** Course Transfer Request Form and supporting documents for submission to the Student Services department. No verbal requests by students will be accepted. Students under 18 years of age must seek parental/ guardian's approval prior to processing course transfer request.

Course transfer is defined as:

1. A student who requests for an internal course transfer within the Educare Global Academy must have their existing contract terminated, and a new student contract will be signed based on the procedures for executing student contracts.
2. A student who transfers from their current enrolled course to another course within Educare Global Academy will be deemed to have withdrawn from the course and refund policy shall apply unless as otherwise agreed between Educare Global Academy and student.
3. Student seeking for course transfer must fulfill all admissions criteria of the new course and is subjected to Educare Global Academy's student selection and admission procedures.

Student will be notified of the course transfer outcome within 4 weeks since receipt of request.

Section A: Student's Particulars

Full Name	Date of Birth
Nationality	NRIC/ Passport No.
Telephone No.	Email
Address	

Section B: Current Course Details

I am currently enrolled in the following course (please tick):

Short Courses	Full-time Courses
Certificate of English <input type="checkbox"/> Beginner <input type="checkbox"/> Advanced <input type="checkbox"/> Intermediate	<input type="checkbox"/> Foundation Course in International Hotel and Tourism Management <input type="checkbox"/> Diploma in International Hotel and Tourism Management <input type="checkbox"/> Advanced Diploma in International Hotel and Tourism Management <input type="checkbox"/> BSc (Honors) International Hospitality Management (Awarded by Ulster University)

Are you receiving any form of grant for the current course you are enrolled in? ☐ Yes ☐ No

Please provide reason(s) for course transfer:

