STUDENT REQUEST FORM FOR ALL PROGRAMMES (EXCLUDING ASC PROGRAMMES}

PROGRAMME TRANSFER REQUEST FORM

Complete the form legibly using a ballpoint pen.

SECTION A — PERSONAL DATA

1. Name

Title	Surname	First Name	Middle Initial

2. Address

3. Student ID #	4. Telephone Contact

SECTION B – SITE, PROGRAMME & STATUS

5. Site	6. Current Programme
	7. New Programme

8. Academic Year	9. Status	☐ Full-time ☐Part-time ☐Repeater ☐Other
10. Academic Year/Semester of 1st Registration		11. Do you expect to complete your programme this academic year? ☐ Yes ☐ No

SECTION C – REASON FOR REQUEST

12. Please provide justification for your request below

_____

_____

_____

_____   _____
Signature of Student   Date (dd/mm/yyyy)

☐ **Request Approved.**   ☐ **Request Denied**

13. Please state reason(s) for the decision

_____

_____

_____

_____   _____
Site/Centre Head   **Date (dd/mm/yyyy)**

FOR OFFICIAL USE ONLY:

Comments _____

_____

_____

Total Amount Paid _____   Receipt no._____   Balance _____