

Program Transfer Form

*\*Incomplete application will not be processed*

Please read the following instructions and notes carefully before submitting the program transfer form:

1. Please submit the completed form and the supporting documents with the application fee of **$109.00** to the School at 100 Orchard Road #04-100 Concorde Hotel Singapore 238840 or via email at [feedback@aventisglobal.edu.sg](mailto:studentsuccess@ags.edu.sg%20)
2. Approval for transfer will be granted on a case-by-case basis subject to the student meeting the admissions requirements of the new program and approval from the Registrar/University Partner.
3. For students under 18 years of age, Aventis Graduate School will seek parental/guardian written consent prior to processing the request for transfer. Evidence of consent can either be signing off on the Program Transfer Form or any emails / letters that will need to be attached to the Program Transfer Form.
4. For students who are under Company’s sponsorship, company representative will indicate approval for transfer in the designated section of Program Transfer Form.
5. For international students transferring to another program within Aventis Graduate School, the Student’s Pass application for the new program will be submitted to the Immigration and Checkpoints Authority (ICA) within 7 working days for approval. A processing fee is payable to ICA for the transfer of Student’s Pass to the new program. The transfer will only take effect after ICA approves the transfer of the Student’s pass.
6. The processing time for Aventis Graduate School to process your request for transfer will not be more than 4 weeks, subject to the approval from ICA, the University and parent/guardian, where applicable.
7. Once the request for transfer is approved by the Head of Student Service, the existing Student Contract shall be terminated and replaced with a new Student Contract. Subject to Aventis Graduate School’s Refund Policy, any remaining fees from the existing program will be transferred to the new program and the student will have to top up the difference in fees (if any). The computation of the fee paid would be explained and document down in Program Transfer Form. Student Services Department will notify student in writing of the outcome via Notification of Course Transfer within 4 weeks of the receipt of duly completed Program Transfer Form.
8. Student Services Department will proceed to terminate student fee protection scheme for the original course enrolled and purchase a new insurance for the new course enrolled.

|  |  |  |
| --- | --- | --- |
| **SECTION A : STUDENT DETAILS** | | |
| Name of Student | | NRIC/FIN/Passport No. |
| Email | | Date of Birth  (DD/MM/YYYY) |
| Mailing Address | | Mobile Phone |
| Current Course | | |
| New Course | | |
| The reason(s) for my application are: (attach supporting documents if available) | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |
| I have understood and agreed to abide by the instructions and notes applicable to this application. | | |
| Signature of Student | Date | |
| **SECTION B : APPROVAL FROM SPONSORED COMPANY (IF APPLICABLE)** | | |
| We hereby approve the programme transfer of the above company-sponsored applicant | | |
| Name of Company | | |
| Address | | |
| Name of Official | | Designation |
| Email | | Contact No. |
|  | Company Stamp | |
| Signature and Date |

|  |  |  |
| --- | --- | --- |
| **SECTION C : FOR OFFICIAL USE ONLY** | | |
| Receipt Number: | | Date of Payment: (DD/MM/YYYY) |
| Total Amount Paid: | | Payment Mode: Cash/Cheque/NETS/VISA/TT |
| Comments: | | |
|  | | |
|  | | |
|  | | |
|  | Date | |
| Processed by: Name and Signature |