



PART-TIME SKILLS COURSE - APPLICATION FOR TRANSFER

 This form may take you about 5 minutes to complete. Transfer from one module class to another is not encouraged. 	
 a. Payment due to any fee difference between the two modules must 	be made with this transfer application; otherwise, the
application will not be processed.	College of Customer & Visiter Contro
4. This form must be submitted when you apply for transfer at any ITE SECTION I : To be completed by Applicant	E Collège di Customer & Visitor Centre.
PARTICULARS OF APPLICANT	
NRIC/FIN No:	Contact No:
Name:	
Address:	
	Postal Code:
DETAILS OF TRANSFER	
DROP Module Code Class No. A	DD Module Code Class No.
DROP Programme Code A	DD NEW Programme Code
PROGRAMME P	
DECLARATION:	
I understand that my request for transfer is subject to vacancy availabl guarantee that my application for transfer will be successful. If my tran	
given up to another applicant.	
Applicant's Signature:	Date:
FOR OFFICIAL USE ONLY SECTION II : To be completed by College Admin / CVC Staff	
Is training vacancy available? Yes / No	Is there any fee difference? Yes / No
Is transfer approved by Section Head? Yes / No / Not require	d Fee amount collected :
Transfer effected on:	Refund amount :
Remarks, if any:	
Name & Designation of CVC / College Admin Staff	Signature & Date
SECTION III : To be completed by AM-CSP Dept	
Student's account vertified on:	Refund amount (if any):
Remarks, if any:	
Name & Designation of AM-CSP Dept Officer SECTION IV : To be completed by FAA Dept	Signature & Date
	SOA and refund cheque sent on:
Name & Designation of FAA Dept Officer	Signature & Date
*Serial No - First 4 characters denote Campus, last 4 characters denote r	unning serialized number, eg CESM0001, CESM0002, etc.