



TRANSFER REQUEST FORM

CONFIDENTIALITY CLAUSE

All information you have provided will be kept confidential and used solely for communicating with you.

Terms and Conditions for transfer:

1. **One month notice** to be given for request of course transfer.
2. The transfer request **is not applicable** for foreign applicant.
3. All necessary documents must be attached together with this form.
4. BITC will inform the student on the outcome within 14 working days after receiving the request.

Part 1.

Name of Student		NRIC/FIN No.	
Contact No.			
(Hp)	(H)	(O)	
Course		Class Code	
Transfer			
<input type="checkbox"/> Course to _____ <input type="checkbox"/> Class to _____			
Reason(s) for Transfer:			
Requested By: _____ (Signature of Student / Date)			

Part 2. Office Use Only

a. Administrative Check			
Student meets the entry requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Checked by _____ (Signature / Name / Date)			
b. Recommendation & Approval			
Recommendation		Approval	
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
By: _____ Date _____		Principal _____ Date _____	
New Course		New Class Code	
Date informed student		Informed By	