

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 **\$107.00** to the School at 100 Orchard Road #04-100 Concorde Hotel Singapore 238840
2. For students who are below 18 years of age, Aventis School of Management will seek parental/guardian approval prior to processing the request for transfer.
3. For students who are under Company's sponsorship, company representative will indicate approval for transfer in the designated section of "Program Transfer Form".
4. For international students transferring to another program within Aventis School of Management, the Student's Pass application for the new program will be submitted to the Immigration and Checkpoints Authority (ICA) 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.
5. The processing time for Aventis School of Management 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
6. Once the request for transfer is approved, the existing Student Contract shall be terminated and replaced with a new Student Contract. Subject to Aventis School of Management'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).

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.	
<div style="border-top: 1px solid black; width: 100%;"></div> Signature of Student	<div style="border-top: 1px solid black; width: 100%;"></div> Date
SECTION B : APPROVAL FROM SPONSORED COMPANY	
We hereby approve the programme transfer of the above company-sponsored applicant	
Name of Company	
Address	
Name of Official	Designation
Email	Contact No.
<div style="border-top: 1px solid black; width: 100%;"></div> Signature and Date	<div style="border-top: 1px solid black; width: 100%;"></div> Company Stamp

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:	
Processed by: Name and Signature _____	Date _____