

## Ministry of Education Language Centre

### Bishan Campus

11 Bishan Street 14  
Singapore 579782  
Telephone: 6258 7794  
Telefax: 6258 3913



### Newton Campus

136 Cairnhill Road  
Singapore 229722  
Telephone: 6515 8320  
Telefax: 6686 3560

## Inter-Campus Transfer - Instructions

(Please return the attached form personally or by fax to the General Office of the Ministry of Education Language Centre)

### **ALL INTER-CAMPUS TRANSFERS WILL BE SUBJECT TO AVAILABILITY OF VACANCIES**

Where there are no vacancies in the requested day/time slot(s) at the desired campus, applicants will be put on a waiting list. While waiting for a place to be freed up, students are to make arrangements to attend the class/campus initially assigned to them.

### Acceptable Reasons for Transfer

- (a) distance between MOELC campus and home/school
- (b) unavailability of classes of day/time slot needed at the Campus originally assigned because of a clash with (i) the school timetable (ii) other compulsory school programmes/activities

Reasons of a private nature, such as tuition, dance, music, ballet and other personal enrichment lessons will not be considered.

Students are strongly encouraged to arrange their CCAs such that they do not clash with their classes at the Ministry of Education Language Centre.

### Documents to Submit

Please submit the following supporting documents with the Inter-Campus Transfer Form:

*If the request is due to change of school of a different zone:*

- attach document to support change of school

*If the request is due to distance between MOELC Campus and home:*

- attach photocopy of student's/parent's pass/NRIC with the home address information

*If the request is due to clash with school timetable/school activities:*

- attach school timetable/CCA confirmation from school (standard letter available upon request)

### Request Processing Time

Applicants only need to lodge an inter-campus transfer request at one Centre only. Applicants who apply for inter-campus transfer in December 2017 will be informed of the outcome of their application **by Thursday 4 January 2018**.

Requests submitted in 2017 and **during school term time** will be processed **within 7 working days** from the date of submission to the MOELC General Office. Applications received on the last day of school term or during the school term holidays will be processed at the beginning of the next school term.

The outcome of the request will be communicated to the applicant **by email**. It is therefore important that the email address be written clearly to avoid unnecessary delay. If the applicant does not receive an email after 7 working days, he/she may write to MOELC at the following email addresses:

Department	Email Address
French	MOE_LCfrench@moe.edu.sg
Japanese	MOE_LCjapanese@moe.edu.sg



## INTER-CAMPUS TRANSFER

For use if transfer is due to CCA/school programme clash reasons

Name of Pupil: \_\_\_\_\_

Student Pass No: \_\_\_\_\_

Original MOELC Class: \_\_\_\_\_

This is to confirm that the above-mentioned student is involved in \_\_\_\_\_

\_\_\_\_\_ on \_\_\_\_\_  
*(name of school programme/activity)* *(day/days)*

at \_\_\_\_\_ .  
*(time)*

**Please allow a change of Campus.**

\_\_\_\_\_  
*Name of teacher-in-charge  
of school programme/CCA*

\_\_\_\_\_  
*Signature of teacher-in-charge  
of school programme/CCA*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*School Stamp*

*\*delete as appropriate*