

## 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

### **Class Transfer – Instructions**

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

#### **PLEASE NOTE**

**ALL CLASS TRANSFERS WILL BE SUBJECT TO AVAILABILITY OF VACANCIES.** Where there are no vacancies in the requested day/time slot(s), students 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 initially assigned to them.

#### **Acceptable reasons for a permanent class transfer:**

A clash with

- (a) the school timetable;
- (b) 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 attach the following supporting documents to the Class Transfer Form:

- (a) a photocopy of school timetable
- (b) a standard letter (on the flip side of the Class Transfer Form) stating the name and days of the activity that clashes with the assigned MOELC class, if applicable.

#### **Request processing time:**

All applications received **during school term time** will be processed **within 5 working days**. Requests 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.

Please supply a **valid email address**. The outcome of your request will be communicated to you by email. Please indicate your email address clearly to avoid unnecessary delay. **Please check your email regularly for incoming mails in inbox/spam folders for notification of class transfers.** If you do not receive an email after 5 working days, please write to us at the following email addresses:

Department	Email Address
French	MOE_LCfrench@moe.edu.sg
German	MOE_LCgerman@moe.edu.sg
Japanese	MOE_LCjapanese@moe.edu.sg
Spanish	MOE_LCspanish@moe.edu.sg
Malay / Arabic / CSP/ Indonesian	MOE_LCal@moe.edu.sg

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## **Class Transfer Form - Sec 1 to Sec 4** **French/German/Japanese/Spanish** **Arabic/Bahasa Indonesia/ Chinese (SP)/Malay(SP)**

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

**NOTE: TRANSFER IS SUBJECT TO AVAILABILITY OF VACANCIES**

Please submit the following documents together with the Class Transfer Form:

1. photocopy of school timetable
2. standard letter (on the flip side) to be completed and signed by the teacher in charge of the school programme(s) stating the activity that clashes with the assigned Foreign Language class at the MOE Language Centre and the days and time of the activity
3. **RGS & RI students will need school's endorsement for class transfer (see below)**

For Office Use:
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Please CIRCLE as appropriate:     **FRENCH/GERMAN/JAPANESE/SPANISH**  
   **ARABIC/BAHASA INDONESIA/CHINESE (SP)/MALAY (SP)**

**To be completed by the Student/Parent/Guardian:**

Name of Student						
Student Pass No.					*Male / Female	
Secondary School				School Name:		School Class:
MOELC class originally assigned		Class:		Day:		Time: *2:30 / 3:00 / 3:30pm
Days/Time <b>UNABLE</b> to come for lessons at MOELC: <i>(please CROSS OUT with an "X")</i>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	
	2:30pm	2:30pm	2:30pm	2:30pm	2:30pm	
	3:00pm	3:00pm	3:00pm	3:00pm	3:00pm	
Reason(s) for not being able to come for lessons						
Name of *parent/guardian						
Signature of *parent/guardian						
Telephone number:		Home:		Office:		Mobile:
<b>RGS/ RI - Sch Endorsement</b>		Name:		Stamp/Signature:		Date:

**IMPORTANT – please take note:**

**The class transfer application outcome and details of the new class will be communicated to you by email only. Please check your email regularly for incoming mails in inbox/spam mail folder for outcome of your class transfer request.**

**EMAIL of \*Father/Mother/Guardian/Student:** *please write clearly to avoid unnecessary delay*

<div style="border: 1px dashed black; padding: 5px;"> <p> </p> </div>
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To: The MOE Language Centre

REQUEST FOR A CLASS TRANSFER FOR  
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)*

\_\_\_\_\_ at \_\_\_\_\_  
*(day/ days) (time)*

**Please allow a change of class.**

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

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

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

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