

Ministry of Education Language Centre

Bishan Campus

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Singapore 229722
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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

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