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 <u>one</u> Centre only.

Requests submitted in 2023 and **<u>during school term time</u>** will be processed <u>**within 7 working days**</u> 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		

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Inter-Campus Transfer Form

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

ALL INTER-CENTRE 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.

Requesting to Transfer FROM * <u>Bishan / Newton</u> Campus TO * <u>Bishan / Newton</u> Campus						
Date of Request:	For Office Use:					
Reason for Transfer:						
INFORMATION ON STUDENT (Please wr	ite clearly)					
Name:	Student Pass/BC No.:	Gender: * <u>Male</u> / <u>Female</u>				
School Name:	Original MOLEC Class Assigned:					
Home Address:						
		Postal Code:				
Telephone No: (Home)	(Parent's Mobile)					
Name of *Parent/Guardian		Tel:				
Email of *Father/Mother/Student: please	write clearly to avoid unnecessary o	lelay				
Signature of *Parent/Guardian	· · · · · · · · · ·	· · · · · · · · · · · ·				

IMPORTANT

Please indicate the days and times at which student is **UNABLE TO ATTEND** dasses at the MOELC by **CROSSING OUT (X)** the day/time:

*Sec 1 and 2 will end lesson 15 mins earlier

Session	Monday	Tuesday	Wednesday	Thursday	Friday
2:30 to 5:45pm*					
3:00 to 6:15pm*					
3:30 to 6:45pm*					

INTER-CAMPUS TRANSFER

(For Office Use Only)

Application is *SUCCESSFUL / UNSUCCESSFUL

Class Allocated: _____

Remarks: ____

*delete as appropriate

INTER-CAMPUS TRANSFER

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

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

. .

(name of school programme/activity)

(time)

.

(day/days)

on

Please allow a change of Campus.

at _____

Name of teacher-in-charge of school programme/CCA

Date

Signature of teacher-in-charge of school programme/CCA

School Stamp

*delete as appropriate