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

<u>Class Transfer – Instructions</u>

(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 <u>during school term time</u> will be processed <u>within 5 working days</u>. 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.

<u>Please supply a valid email address.</u> The outcome of your request will be communicated to you by email. Please indicate your email address clearly to avoid unnecessary delay. <u>Please check your email regularly for incoming mails in inbox/spam folders for notification of class transfers.</u> 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 fox to the General Office of the Ministry of Education Language Centre)

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:
V)	

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
	Monday	Tuesday	Wednesday	Thursda	ay Friday
Days/Time UNABLE to come for lessons at MOELC:	3:00pm	3:00pm	3:00pm	3:00pm	n 3:00pm
(please CROSS OUT with an "X")	3:30pm	3:30pm	3:30pm	3:30pm	n 3:30pm
Reason(s) for not being able to come for lessons					
Name of *parent/guardian			-1		
Signature of *parent/guardian					
Telephone number:	Home:		Office:	Mok	oile:
RGS/ RI- Sch Endorsement	Name:		Stamp/Signature:	Dat	e:

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 <u>inbox/spam mail folder</u> for outcome of your class transfer request.

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

To: The MOE Language Centre

REQUEST FOR A CLASS TRANSFER FOR CCA/SCHOOL PROGRAMME CLASH REASONS

Name of Pupil:		<u>—</u>	
Student Pass no:		<u></u>	
Original MOELC Class:			
his is to confirm that the above-mentio	nea student is involve	ea in	
(name of school program	ama/activity)	· · · · · · · · · · · · · · · · · · ·	on
(Harne of School program	irrie/ activity)		
(day/ days)	at	(time)	•
(uay/ uays)		(tille)	
lease allow a shares of slace			
lease allow a change of class.			
Name of teacher-in-charge		Signature	of teacher-in-charge
of school programme/ CCA		of school	ol programme/ CCA
Date			School Stamp