REQUEST FOR TRANSFER OF CLASS OR TRAINER
This Form should be completed electronically

1. Use of this Form – This Form is used in the following situations: ➢ A student who wants to change class or trainer; ➢ The Departmental Head ("HD") wants to transfer a student from a class or a trainer to another class or trainer.	
☐Student Request	☐Departmental Head
• Meet the DH to discuss the transfer • Complete this Form • Meet your new trainer • Submit the Form to the DH	• Discuss the issue with the trainer/student • Complete this Form • Submit the Form to the Administration Department

2. Student Details		
Student Name		Student ID:
Course		
Mobile		Email:

3. Student's current class or trainer		
Delivery Mode	☐Classroom ☐Workplace ☐Blended	
Trainer's Name		

4. Student new class or trainer		
Delivery Mode	☐Classroom ☐Workplace ☐Blended	
Trainer's Name		

5. Main reasons for Transfer Request - Limit to 200 characters per reason.	
(1)	
(2)	
(3)	
(4)	
☐Tick here to replace your signature Date: / / *(This form should be sent from your email)*	

For office Only		
New Trainer feedback	☐Accept the transfer ☐Not accept the transfer	
	Name:	Date: / /
	Comments (200 chars):	
Departmental Record	☐Approve the Transfer	
	Name:	Date: / /
	Comments (200 chars):	
Administration Record	☐Received and processed	
	Name:	Date: / /

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