

TUNG WAH COLLEGE
Registry
Application for Transfer of Study Programme / Major
(for non-SSSDP study places only)

Ref. No.:
TP- -

Please read the NOTES TO STUDENTS overleaf before completing this form.

Section A: Student Particulars

Name(Mr/Miss/Ms*): () Student No.:
English Name in BLOCK letters Chinese Name
Programme of Study: (Major:) Phone No.:

*Delete as appropriate

Section B: Application Details

I wish to apply for transfer of study programme / major. Details are as follows:

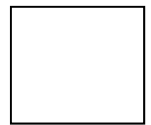
From my current programme: Major:
To the new programme: Major:
Effective semester: Semester of Academic Year 20 - 20
Reason(s) for transfer:
(use separate sheet where necessary)

I understand that if my application is approved, the transfer from my current programme/major to the new programme/major is irreversible.

Signature of Student: Date:

For FO/REG use only (Form REG-08)

Paid by Cash / Cheque / Bank-in / Octopus / EPS Payment Ref: Amount: \$
FO Receipt No.: Handled/Recorded by on



For REG use only (Form REG-08)

- 1. Receive application form by on
2. Attach academic transcript (internal) of the student by on
3. Check student has met the admission requirement of the new programme by on
4. Scan form and pass to Programme Officer by on
5. Send form to School of current programme/major by on;
Receive result from School of current programme/major by on
6. Send form to School of new programme/major by on;
Receive result from School of new programme/major by on
7. (For approved application) Update student record (Curriculum, Academic Plan, School, SAA, etc.)
in PowerCAMPUS by on
8. (For approved application) Inform ITSO to change email distribution group by on
9. (For approved application) Issue new Student ID card and inform Library by on
10. Notify student (cc School) via post and email by on
11. Scan AND File by on

Section C: Recommendation of <u>Current</u> Programme/Major	
Recommendation of Programme Leader (for transfer of study programme) / Major Coordinator (for transfer of study major) (Please "✓" as appropriate)	Name:
The student is <input type="checkbox"/> <u>recommended</u> / <input type="checkbox"/> <u>NOT recommended</u> for the transfer. Comments: _____ _____	Signature:
	Date:
Endorsement of School Dean (Please "✓" as appropriate)	Name:
The above recommendation is <input type="checkbox"/> <u>endorsed</u> / <input type="checkbox"/> <u>NOT endorsed</u> . Comments: _____ _____	Signature:
	Date:

Section D: Decision of <u>New</u> Programme/Major	
Recommendation of Programme Leader (for transfer of study programme) / Major Coordinator (for transfer of study major) (Please "✓" as appropriate)	Name:
The student is <input type="checkbox"/> <u>recommended</u> / <input type="checkbox"/> <u>NOT recommended</u> for the transfer. <i>For transfer of study programme only:</i> <i>Recommended year of study after transfer:</i> <u>Year 1 / Year 2 / Year 3 / Year 4 / Year 5 *</u> Comments: _____ _____	Signature:
	Date:
Decision of School Dean (Please "✓" as appropriate)	Name:
The student's application is <input type="checkbox"/> <u>approved</u> / <input type="checkbox"/> <u>NOT approved</u> . <i>For transfer of study programme only:</i> <i>Year of study after transfer:</i> <u>Year 1 / Year 2 / Year 3 / Year 4 / Year 5 *</u> Comments: _____ _____	Signature:
	Date:

*Delete as appropriate

NOTES TO STUDENTS

1. Applications for transfer of study programme / major are normally **NOT** considered before the students **have completed the first year of study**.
2. Applications for transfer of study programme / major are **NOT** applicable to study places subsidized under "Study Subsidy Scheme for Designated Professions/Sectors" (SSSDP).
3. Applications for transfer of study programme / major should be submitted to the concerned School for consideration via the Registry **at least 2 weeks before a semester begins**. No late applications will be processed. An application fee of **HK\$200** is charged for each application.
4. The application will be considered by the respective School on a case-by-case basis. Approval will be subject to availability of study places. Under normal circumstances, students will be notified of the result in writing within two weeks from the date of application.
5. Until the notification for approval is received, the registration details of the students remain unchanged.
6. Where appropriate, course credits earned under the originally-registered programme will be counted towards fulfillment of the curriculum and graduation requirements of the new programme. Grades and credit units will be counted in the GPA calculation.
7. If the application for transfer of study programme is approved, the student will be accepted as **NEW** intake and the tuition fees will be charged at the new rate for that cohort. *For details, please refer to the Fees Regulation of the College.*
8. The information provided in this form will only be used for processing this application. The Registry will keep the personal data provided confidential and may disclose it to appropriate personnel in the College for handling of the application when deemed necessary and appropriate.