



Student Transfer Request Guideline

Purpose:

The purpose of this form is to document the student transfer details from one center to another center.

Procedure:

1. Parents shall submit a formal transfer request letter to the center head.
2. The center head will verify the availability of the seat with the respective center head of the parent's preferred center.
3. The "Student Transfer Request" form shall be filled by the counselor or the center manager from the "Parent School".
4. Parents shall take this request form to their preferred center.
5. The "Transfer School" shall acknowledge the transfer kit, update the form and send the scanned copy to the "Parent School".
6. There is no fee adjustment between the centers and the parent has to directly make the payment to the "Transfer School", the transaction is between the parent and the school.
7. The parent shall make the payment to the "Transfer School" for the new ID card, the Journal and for the drawing or handwriting book, if applicable, based on the program they enroll for.

Note: A child shall be transferred to another center on the completion of a level.



Student Transfer Request

Name of the child		Date of Withdrawal			
Center Name		Program		Level	

CHECK LIST	YES / NO / NA
PARENT SCHOOL	
Did the school receive consent letter from parents?	
MyBeeClub Teacher has been notified?	
Did the MyBeeClub Teacher give inputs regarding the student's progress to the Counselor?	
Transfer kit created by the Counselor: Parent Letter, Admission Form, Assessment Report, Drawing Book, Drawing Activity Book, Handwriting Book	

Parent School
Created By (Name & Signature)

Transfer School
Reviewed By (Name & Signature)

Counselor / Center Head
Date:

Counselor / Center Head
Date:



Student Transfer Request

Name of the child		Date of Admission			
Center Name		Program		Level	

CHECK LIST	YES / NO / NA
TRANSFER SCHOOL	
Transfer kit received by the counselor: Parent Letter, Admission Form, Assessment Report, Drawing Book, Drawing Activity Book, Handwriting Book	
Counselor schedule a formal meeting with parent - Reassure that the child is in the safe hands.	
Counselor assigns the class for the child and provides knowledge transfer to the MyBeeClub teacher.	
Counselor arranges a telephone meet between the MyBeeClub teachers (from the Parent Center) to gather additional details of the child.	

Created By (Name & Signature)

Reviewed By (Name & Signature)

Counselor / Center Head
Date:

Director
Date: