

TRANSFER APPLICATION FORM



Name: _____

Student Number: _____

I hereby apply to The Learning Group to transfer my course from _____ to _____. I acknowledge that The Learning Group cannot be held accountable for the decision I have taken to transfer my course.

I hereby acknowledge that my account is up to date.

Below, please supply The Learning Group with a brief description of why you are transferring your programme. You can give us your honest opinion – your input will help us to improve our Services.

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Telephone (W): Code: Number

Cell Phone Number:

I hereby acknowledge that the information I provided above is correct.

Signature:

Date:/...../.....

TRANSFER APPLICATION TERMS AND CONDITIONS



Learners who wish to make changes to their original registration may apply to do so by requesting and completing the Transfer Application Form.

Procedures, Roles and Responsibilities

1. Approval of changes
Changes to the original registration must be in accordance with the registration requirements.
2. Fees
A learner will have their fees adjusted according to the published fee schedule. This will affect both the Registration Fee and the Monthly Instalments.
3. Records
If a student requests a course transfer before the student has started studying the initial course, then all references to the previous course is removed from the learner's academic record.
4. The transfer will only occur once the student's account has been paid up to date.
5. The student will **not** be liable for the full Registration Fee on the new course.
6. The student will be responsible for the difference in Registration Fee between **the existing course and the new course** where applicable – see example below:

Example:

Existing course Registration Fee	R1000
New course Registration Fee	R1200
Difference in Registration Fee between the existing and the new course	R200

7. "Cash/Paid in Advance" students only:

Fees paid from the date of enrolment to the date when the transfer has been requested are for services rendered and will not be carried over to the new course. However, The Learning Group will calculate the total number of months of service rendered on the existing course and subtract this from your cash fee paid. The difference will then reflect as a credit on your account, which can be used towards monthly instalments on your new course.