



Form checked and forwarded by:
 STAFF MEMBER NAME: _____ Date: _____
 Request received: By student in person
 By email

BATCH/PROGRAMME TRANSFER REQUEST
STUDENT TO FILL OUT "PART A" TO "PART D"
SUBMISSION: Submit on Monday to Friday (end of business day – 4.30pm)

PART A – PERSONAL DETAILS

Student ID		Date of Birth	
Family name		First name	
Mobile		Email	
Current Batch of study:			Semester:
Are you under 18 years old?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please attach Approval Letter with Parents/Guardian' signature)		

PART B – BATCH/PROGRAMME TRANSFER REQUEST

Last day of study I want to withdraw from: _____ (day/month/year)

First day of study I want to add: _____ (day/month/year)

Withdraw	Add	Batch No	Programme
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

PART C – REASON FOR TRANSFER BATCH/ PROGRAMME DETAILS (Must include supporting documentation)

Medical (attach documents, example: Medical Certificate)

Family (attach documents, example: Letter from family; Medical report; Death certificate; Financial evidence; etc)

Other

I have attached other documents providing evidence of my situation

<input type="checkbox"/> Manager Marketing - Approved	Name/Signature	Date:
<input type="checkbox"/> Programme Manager - Approved	Name/Signature	Date:

PART D – STUDENT DECLARATION

I understand that:

<input type="checkbox"/>	I must stay in my current class and wait for email confirmation of my batch transfer request
<input type="checkbox"/>	Transferring a batch can affect the duration of my course and I have discussed this with an ACBT representative.
<input type="checkbox"/>	I have read and understood the conditions of transferring a batch provided in the attached Checklist.
<input type="checkbox"/>	The outcome of Batch Transfer Applications will be announced by an email as soon as getting approval from affiliation (only for affiliation registered students). Other students will be announced once approved by the academic panel.
<input type="checkbox"/>	If applicable, it is my responsibility to advise the Sri Lankan Department of Immigration and check how long I can stay in Sri Lanka after my last day of study.



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I have selected the following payment option

Scholarship

Full Payment

Monthly instalments

Semester instalments, I have read and understood the payment plan for Batch

I further declare that all the information provided in this form and documents attached are true and I take full responsibility for any consequences as the result of my own decisions.

Date:/...../..... Student signature:

OFFICE USE ONLY

ACBT REPRESENTATIVE DECLARATION

I declare that all important information and conditions have been fully informed and discussed with the student. This form and attached documents have been checked carefully and certified by myself before being stamped, scanned and lodged.

Special comments for consideration:

Marketing Manager's signature:	Date:
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PANEL – APPROVED REJECTED

Position	Name	Signed	Date
Programme Manager			

Message to student (outcome of application):

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TRANSFERRING BATCH IN CURRENT STUDIES - CHECKLIST

1. Who can apply for an Add/Withdraw Unit Request?

- You must have discussed your Request with an Marketing Counsellor/Course Coordinator
- If you are under 18, you need to book an appointment to see the Course Coordinators to seek support.

2. What do you need to prepare?

- **Evidence and Supporting Documents for your Batch Transferring Request (*Evidence will be compared to what is stated in this Request to ensure you have filled it correctly*). EXAMPLE:**
 - Medical Certificate
 - Letter from family (if under 18 years of age)
 - Approval from Manager Marketing/ Senior Manager Finance

3. What you need to do?

- Complete and sign the BATCH TRANSFER REQUEST form.
- Demonstrate the reason as to why you request the change and provide any supporting documentation
- Discuss and confirm with ACBT Staff, if "BATCH TRANSFER REQUEST" will affect your next study intake (refer to current ACBT Academic Calendar), and what other options (if any) are available.

4. Conditions

- Please refer to applicable Withdrawal Grades on the ADD/WITHDRAW UNIT REQUEST form.
- All **Student Sections** need to be completed and signed by yourself.
- **You must keep going to class, till you receive an email about outcome of your application**
- **Ensure you understand consequences to current grades and dates for progressing into the next course of study**

5. How long will it take?

- Outcome of application will be emailed to you as soon after getting approval from affiliation (only for Pearson registered students)
- If **approved**, you will receive an email of outcome.
 - You will need to keep attending classes, until you hear from ACBT about the application decision.
 - **Once your Application is successfully finalised**, you will be informed by email.
 - Finance Team will contact you in regards to a Refund (if applicable).
- If **unsuccessful**, you will be informed of the outcome by email explaining the reason for the rejection.
- Instructions for the Complaints and Appeal process, will also be provided with the rejection