B. STUDENT TRANSFER POLICY**

The parent / authorized guardian can apply for Student Transfer from existing (Current) Allied School Campus to another desired (Destined) Campus, subject to following approvals:

- Approval of Principals of both campuses, particularly in case of “Within City Student Transfer”
- Possession of valid Portal ID of the student

**Within City Student Transfer:**

1. The parent / guardian of the student should apply in writing to the Current Principal on “Parent Application for Student Transfer” (STD/10, Version: 01/2014; available with campus) by selecting the option of “Within City Student Transfer” on that.

2. Principal of the Campus, after receiving the application and carrying out the necessary formalities should forward it to the Principal of Destined Campus. Also, an email should be generated by Current Campus Principal to Destined Campus Principal regarding student transfer case forwarding, with CC: to Concerned Regional Manager and the CRO (for information)

3. After the approval or non-approval of the Application, the Principal of Destined Campus should send it back to Principal of Current Campus, and also reply the E-mail sent to all in the E-mail loop.

4. The current campus Principal has to dispose the Application on following lines:
   a) In case of rejection from the principal, the current campus principal must provide the copy of rejected application to the parent / guardian by obtaining receiving signatures from them.

   b) If application is approved by Destined Campus Principal, then the Principal of current campus should initiate the case on Student Transfer Intimation (STD/11, Version: 1/2014; available with campus) by sending it to the concerned Regional Office. Before that, the Current Campus should take action on Portal for transfer of the student and also send the amounts / reports etc. to the principal of destined campus.

5. The Regional Office must carry out the further processing (including completion of student transfer on portal) till the final disposal of the Case, to be recorded on the Student Transfer Intimation.

6. Original Case Papers will be filed at Regional Office while photocopy set will be sent to both Principals, CRM Department, and In-charge Central Registry (H.O.) for campus file
**Inter-City Student Transfer:**

1. The parent / guardian of the student should apply in writing to the Current Principal on “Parent Application for Student Transfer” (STD/10, Version: 01/2014; available with campus) by selecting the option of “Inter-City Student Transfer” on that.

2 to 6: Steps and the forms are same as in case of “Within-City Student Transfer”. However, both principals are expected to facilitate requests of parents (Students holding valid Portal IDs) on Network-Wide National Spirit.

**Transfer of Annual Subscription Fee (Finance & Accounting Formula)**

With transfer of a student, the Annual Subscription Fee will be shared between the two campuses (Current and Destined). The rate of sharing of Annual Fee is given below:

<table>
<thead>
<tr>
<th>A student is Transferred After</th>
<th>Annual Fee to be shared with the Destined campus</th>
<th>Security Deposit to be transferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 month</td>
<td>11 months</td>
<td>100%</td>
</tr>
<tr>
<td>02 months</td>
<td>10 months</td>
<td>100%</td>
</tr>
<tr>
<td>03 months</td>
<td>09 months</td>
<td>100%</td>
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<tr>
<td>04 months</td>
<td>08 months</td>
<td>100%</td>
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<tr>
<td>05 months</td>
<td>07 months</td>
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<td>100%</td>
</tr>
<tr>
<td>11 months</td>
<td>01 month</td>
<td>100%</td>
</tr>
</tbody>
</table>

If the Child is transferred to the destined campus after completing an Academic Session, the next campus is to charge Annual Fee to the student.

** For main reference/details, please refer to Campus operating procedure on “Finance & Accounting”.
PARENT’S APPLICATION FOR STUDENT TRANSFER

Please tick (✔) the appropriate

☐ Inter-City Student Transfer  ☐ Within City Student Transfer

• This transfer application is applicable to both Inter-city and within city Student Transfer.
• However, please use separate application for each sibling.

To: [Principal]
   [Campus Name & City]

From: [Parent Name]

Date: [Month/Date/Year]

Subject: STUDENT TRANSFER

Dear Principal,

My child [Student’s Name] Portal ID# is studying in [class], [section] at [Campus Name & City] and I [Parent/Guardian Name] would like to transfer my child from [Campus Name & City] to [Campus Name & City] due to the following reason(s).

Please Tick (✔) the Appropriate (Only for Within City Student Transfer)

1. A new Campus is now being operative in/ near my locality
2. Shifting to another locality within city
3. Any other (Please Specify)*

*For option 3 only
Please Tick (✔) the Appropriate *(Only for Inter-City Student Transfer)*

1. I have been transferred to another city
2. My whole family is shifting to another city
3. Any other *(Please specify)*

*For option 3 only*

**Undertaking**

- I understand that the transfer process is subject to the condition of Agreeing in Writing of both Principals of Relieving (Initiating) Campus and Receiving (Destined) Campus, as well as possession of valid Student Portal ID.
- I hereby declare that all DUES / FEES of my child are cleared and there are no obligations regarding FEES, FINES etc. and I agree to pay outstanding amount, if any.
- I understand that the transfer process will take minimum seven (07) working days.

I am looking forward to your response / decision.

Regards,

Parent’s Name: ________________________

Signature: ____________________________

Date: _____________

Contact No: _________________________

Address: __________________________________________

CNIC# ____________________________
For Use of Principal (Current Campus)

Approved [ ] Not Approved [ ] Date: __________

Remarks: ____________________________

• Original sent to Principal of __________________________ (Destined) Campus on date: __________
• An E-mail is sent to Principal of (Destined) Campus regarding student transfer
  With CC: concerned Regional Manager and CRO (for follow up): YES [ ] NO [ ]

For Use of Principal (Destined Campus)

Approved [ ] Not Approved [ ] Date: __________

Remarks: ____________________________

• Original sent back to Principal of __________________________ (Current) Campus on date: __________
• A reply through an E-mail to Principal of (Current) Campus regarding student transfer is also sent,
  With CC: Regional Manager and CRO: YES [ ] NO [ ]

APPLICATION DISPOSAL BY PRINCIPAL (CURRENT CAMPUS)

• When Application is “Approved” by Both Principals:
  The approved application (STD/10) dated: __________ along-with Student Transfer Intimation
  (STD/11) dated: __________ is sent to Regional Manager __________ Region

  OR

• When Application is “Not Approved” by Either Principal:
  Copy of Application provided to Parent and obtained signature of receiving
  No further action required.

Principal’ Name: __________________________

Signature: __________________________

Date: __________

Campus & City: __________________________