

FORM E

REQUEST FOR TRANSFER OF A PRACTICAL/THEORY OF MUSIC
EXAMINATION TO ANOTHER EXAMINATION CENTRE/SESSION

PARTICULARS OF TEACHER				
Surname and Initials				
Unisa registration number				
Postal address		Postal code		
Tel/Cell/Mobile no				
Email				
PARTICULARS OF STUDENT				
Full names and surname				
Unisa music registration number				
Examination session and year				
Examination Instrument/Theory paper			Grade	
Existing (old) centre				
New centre to be transferred to				
Reason for transfer (attach relevant documentation as proof)				
PARTICULARS OF NEW TEACHER AT NEW CENTRE (If applicable)				
Full names and surname	ID no	Address	Email	Tel nos.

Protection of Personal Information Act (POPIA) Declaration:

In compliance with the Protection of Personal Information Act (POPIA), the personal information collected here is solely intended for use by the Professional Division of the Directorate Music and Unisa. I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is not publicly available. I shall not hold the university responsible for any improper or unauthorized use of personal information that is beyond its control. I have read this declaration in its entirety and understand the contents and implications thereof.

SIGNATURE (TEACHER)	DATE
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Unisa reserves the right to approve or refuse a transfer application. Transfers may under no circumstances be negotiated with invigilators. Please do not proceed with arrangements until you have received written notification from the University.

Transfers will only be processed if:

- Sufficient examination time is available at the requested centre (in the case of practical examinations).
- Proof of payment of the R 360 transfer fee accompanies the written application.

Please refer to pages 11-12 for more information on transfers of Practical and Theory of Music examinations.

Banking details: Bank: First National Bank Account holder: UNISA Income Account Account no: 627 9962 5200, Branch code: 250645 (Sunnyside), Swift code: FIRNZAJJ (for international deposits) Reference: Teacher music registration number + surname and initials of student	
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Office use / Kantoorgebruik	
Approved / Goedgekeur	<input type="checkbox"/>
Not approved	<input type="checkbox"/>
By _____	Date _____