

## 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 |
|---------------------|------|
|                     |      |

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 340 transfer fee accompanies the written application.

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

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| <p><b>Banking details:</b><br/>           Bank: First National Bank<br/>           Account holder: UNISA Income Account<br/>           Account no: 627 9962 5200, Branch code: 250645 (Sunnyside), Swift code: FIRNZAJJ (for international deposits)<br/>           Reference: Teacher music registration number + surname and initials of student</p> |
|--|

|  |                                       |
|--|---------------------------------------|
| Office use / Kantoorgebruik                    |                                       |
| Approved / Goedgekeur <input type="checkbox"/> | Not approved <input type="checkbox"/> |
| By _____                                       | Date _____                            |