



CONVENT OF MERCY ACADEMY

'ALPHA'

26 South Camp Road,
Kingston 4, Jamaica W.I.

Telephone: 876-938-4012

Cell: 876-217-1100 or 876-419-6460

www.cmaalpha.com/org

Email: info@cmaalpha.com

Transfer Application Form

Applying for Grade:	
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RECEIPT NUMBER				

THE FOLLOWING DOCUMENTS ARE NEEDED TO PROCESS THIS REQUEST:

- LAST TWO ACADEMIC REPORTS
- RECOMMENDATION FROM COMPLETED BY SENDING SCHOOL
- PEP PLACEMENT SLIP

Fill in this form in CAPITAL LETTERS

THIS SECTION SHOULD BE COMPLETED BY THE PARENT/ GUARDIAN OF APPLICANT

1. FULL NAME OF STUDENT					
2. DATE OF BIRTH		___/___/____ (M/D/Y)			
3. NAME OF PARENT/ GUARDIAN					
4. PERMANENT ADDRESS					
5. TELEPHONE	HOME		WORK		MOBILE
6. EMAIL					
7. FAITH	ROMAN CATHOLIC <input type="checkbox"/> ANGLICAN <input type="checkbox"/> BAPTIST <input type="checkbox"/> HINDU <input type="checkbox"/> METHODIST <input type="checkbox"/> MUSLIM <input type="checkbox"/> PENTECOSTAL <input type="checkbox"/> SEVNETH DAY ADVENTIST <input type="checkbox"/> OTHER <input type="checkbox"/> _____				
8. SCHOOL STUDENT CURRENTLY ATTENDS					
9. SCHOOL STUDENT WAS PLACED AT BASED ON PEP SCORES					
10. GRADE FOR WHICH APPLICANT IS SEEKING ADMISSION					

TO BE COMPLETED BY PARENT

11. PLEASE WRITE BRIEFLY YOUR REASONS FOR SEEKING A PLACE FOR YOUR DAUGHTER/WARD AT CONVENT OF MERCY ACADEMY 'ALPHA'

THIS IS AN APPLICATION FORM; IT DOES NOT GUARANTEE YOU AUTOMATIC ACCEPTANCE.

12. RELATIVE(S) WHO ATTEND OR ATTENDED CONVENT OF MERCY ACADEMY 'ALPHA'			
NAME		RELATION	YEAR
NAME		RELATION	YEAR
NAME		RELATION	YEAR

10. THE APPLICATION PROCESS:

1. Download the Transfer Form and Reference from the website www.cmaalpha.com
2. Please note that seeking admission to Convent of Mercy Academy 'Alpha' does not guarantee that a place will be offered. Transfers are based on space availability.
3. There is a non-refundable application fee of \$1000 to be paid when submitting the application form and the school reference form.
4. The student's End of Year report or most recent report and Reference Form must be submitted with the application form.
5. Students applying for Grade 7 transfer must submit a copy of the PEP results.
6. ONLY persons shortlisted for transfers will be contacted.

11. SUBMISSION OF THE FORM

Signing the form below indicates that:

- The information above is true and correct to the best of my knowledge
- I understand and accept that any inaccurate information will lead to the revocation of any offer of admission.
- I understand and accept that the absence of the following documents will mean that the application is incomplete and therefore not valid for processing:
 - A copy of the student's End of Year or most recent report or Grade 7 PEP results
 - Completed School Reference Form from current school in a sealed envelope, stamped and signed by the Principal /Vice Principal or Guidance Counsellor

SIGNATURE OF APPLICANT

SIGNATURE OF PARENT

DATE