How to transfer a student between enrolment types

To transfer a student to another enrolment type within the school:

- Access the student through Place Management / Registration Offers options
- Indicate the student for transfer
- Transfer the student to the selected enrolment type/offering
- OK the transfer

Go to Place Management → Registration offers

Locate the list of students by clicking the at the end of each registration offer records.

Indicate the student(s) for transfer, and then Click the Transfer button (Bulk change is permitted by ticking the first check box in heading line)

Select the enrolment type, and then click the Get offers button in that Enrolment Type. Indicate the offer to which the student is to be transferred. Click the Transfer and exit button.
Click **OK** to confirm the transfer.

The student will now be shown in **inactive registration** list as **Internal Transfer** on the previous registration offer.

The list for the offering that the student was transferred to now lists the student.