



## **INTER-CAMPUS TRANSFER (Student Handbook – Revised in 2022)**

### **GUIDELINES ON INTERCAMPUS TRANSFER**

#### **I. Rationale**

Each year, the Philippine Science High School usually admits 240 students at the PSHS-Main Campus and 90 or 120 students each for the PSHS regional campuses for the incoming Grade 7 batch. In the first year of intake for a given batch, one of two things can happen: the number of slots is fully subscribed, or it is not due to various reasons. In the latter case, qualified students from campus may be admitted to another PSHS campus to fill the vacant slots. In allowing this type of transfer, the utilization of PSHS System resources is maximized, and the reason for the student's need to transfer is addressed.

The intercampus transfer may be allowed on a case-to-case basis, provided there is compliance with requirements set by the Board of Trustees. In admitting students to fill up vacant slots on a campus, the campus director shall first consider applications for intercampus transfer before opening up the slots for lateral admissions.

#### **II. General Guidelines**

1. Intercampus transfer will be allowed only for incoming Grade 8, 9, or 10 students. This will provide the scholar time to adjust to the new school environment and ensure at least two years of residency before graduation.
2. The number of slots for intercampus transfers approved yearly depends on the number of vacant scholarship slots available to complete enrollment of 240 for the Main Campus and 90 or 120 for each regional campus.
3. The number of slots available (if there are any) is determined by the campus immediately at the end of the school year. The application to transfer from one PSHS Campus to another should be filed with the campus of origin by the student and their parents/s no later than the set deadline, and evaluation of applications commences with the availability of the final grades.

\*If the given date falls on a Saturday, Sunday, or a holiday, the deadline will be set for the next working day.

4. The campus directors of both the campus of origin and the receiving campus shall evaluate the application based on the reason/s for the transfer and compliance with the criteria approved by the PSHS System Board of Trustees. Both campus directors may



either endorse or deny the application, stating the reason/s therein.

5. Intercampus transfer shall be given priority over lateral admissions/entry in completing the number of scholarship slots available on the campuses.
6. The receiving campus may require additional documents as deemed necessary.

### III. Criteria for Eligibility

A scholar may be allowed to transfer from one campus to another, provided a slot is available and they fulfill the following requirements:

1. Complete the necessary Grade level/s in the campus of origin;
2. Not have a final grade lower than 1.5 in any subject (if transferring to the Main Campus), or must have a GWA of 1.75 or better in the previous year level (if transferring to any of the regional campuses);
3. Have a final character rating of at least Good (G) during the entire stay in the campus of origin;
4. Be in good standing in attendance during the entire stay in the campus of origin;
5. Not have committed a level 2 or higher-level offense during the entire stay in the campus of origin; and
6. Submit a letter of intent to the campus of origin duly signed by the parent/authorized guardian.

### IV. Procedure for Application

1. The student, with their parents/s, shall submit a letter to the campus director of their present campus (referred to as the campus of origin), signifying the student's intent to transfer to another PSHS campus. The letter of intent and the documentary requirements are expected to be submitted on or before the set deadline.
2. The campus director of the campus of origin will either endorse or deny the request based on the criteria and upon evaluation of the reason/s for transfer.
3. In case of endorsement, the campus director shall formally inform the accepting campus of the student's intention to transfer and provide a certified copy of the student's report card for evaluation.
4. In case of denial of the request, the campus director will formally inform the student and their parents of the decision in writing, stating the reason/s therein.
5. The Management Committee of the receiving campus shall decide on the application



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for intercampus transfer after evaluation of the eligibility and reason for the transfer.

6. The campus director of the accepting campus shall then inform the student and their parents in writing regarding the decision, through the campus director of the current campus, and present the matter to the Executive Committee for notation.