



HAMPTON SCHOOL

MALVERN P.O., ST. ELIZABETH
Telephone: (876) 966-5161/5163
hamptonschool.high.seh@moey.gov.jm

Chairman: Dr. Karen McMillan-Tyme, B.Ed., M.Sc., Ed.S., Ed.D.

Principal: Dr. Mahvell Charlton- Brown, Dip. Ed. (Hons.), B.A. (Hons.), M.Ed., M.A., P. Grad. Cert., Ph.D.

DOCUMENTS FOR TRANSFER-IN

The Transfer Application Period opens on May 30 each year.

The DEADLINE for submission of the Transfer Application form is June 30 of each year.

For each transfer application, a non-refundable Processing Fee of \$1500 JMD is to be paid. Kindly pay fee to any National Commercial Bank (NCB) Branch.

<p>Account Number: 891007604 Account Name: M&DT - Hampton School Type: Chequing Branch: Santa Cruz Branch</p>

Payments can be made in-branch, at the ATM OR online. Kindly email a copy of your receipt to receivablehampton@gmail.com and copy to schoolfeereceipts.hampton@gmail.com.

NOTE: An Application for Transfer DOES NOT guarantee the provision of a space at Hampton School.

Part One – (Transfer into Hampton School)

In order to consider any student for transfer to Hampton School the following documents must be submitted along with the **completed Transfer Application form**:

1. Completed Student Conduct Assessment Form
2. Completed Parent Character Reference Form
3. GSAT/PEP Scores; Certified by last School
4. A copy of the last **two (2) school reports**
5. Character Reference (Letter of Recommendation) from last Principal, Vice Principal or Grade Supervisor (with Principal's endorsement)
6. Signed **letter of release** from PEP assigned school (**copy sent/taken to Hampton School)
7. Birth Certificate (copy)

Part Two (After Acceptance from Hampton School)

The following three letters must be taken to the Ministry of Education (Region 5), in order to gain consent for the pending transfer:

1. Signed **letter of acceptance** from Hampton School
2. Signed **letter of release** from PEP assigned school (**original sent/taken to MOEY)
3. Signed **letter of request** for transfer from parent addressed to:
The Permanent Secretary
c/o Regional Director
Ministry of Education
Region 5
South Race Course Road,
Mandeville, Manchester

(Parents/Guardians may make PEP queries to the Ministry of Education via the email pepaction@moey.gov.jm, or using any other means as instructed.)

Foreign Nationals

If the child to be enrolled in any learning institution in Jamaica, is a foreign national, she should attend the Passport, Immigration and Citizenship Agency (PICA) office within two weeks of entering Jamaica and have her **extension** placed in her passport. For the child to be registered, a letter of registration from Hampton School will be sent to the Chief Executive Officer of PICA. In addition, PICA requires that the student must have a valid passport for at least six (6) months, a return ticket valid for one (1) year, and an entry visa (where applicable).

Please note that registration cannot be completed until the **unconditional stamp** (of extension of stay) is placed in the passport and a copy duly placed on the student's file.

PICA'S Head Office

Address: 25C Constant Spring Road, Kingston 10.

Telephone: 876-754 PICA or 754 7422

Fax: 876-906-4372 **Email:** info@pica.gov.jm **Source:** <http://www.pica.gov.jm/immigration/general-immigrationinformationtemporary-residence/>