



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 – Application for transfer into Hampton School)

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

1. Signed **letter of request** for transfer from the parent addressed to:
The Permanent Secretary
c/o Regional Director
Ministry of Education
Region 5
South Race Course Road,
Mandeville, Manchester
2. **Proof of payment** of the Processing Fee
3. Completed **Student Conduct Assessment Form**
4. Completed **Parent Character Reference Form**
5. GSAT/PEP Scores; Certified by last School
6. A copy of the last **two (2) school reports**
7. Character Reference (Letter of Recommendation) from last Principal, Vice Principal or Grade Supervisor (with Principal's endorsement)
8. Birth Certificate (copy)

Part Two - Acceptance into Hampton School

Upon acceptance:

1. Hampton School provides a **letter of acceptance** (two copies)
2. Parent takes one copy of the **acceptance letter** to the PEP assigned school
3. Within three (3) working days, the parent/guardian submits to Hampton school a copy of the **signed letter of release** from the PEP assigned school, in order to secure space.

Part Three - After Acceptance from Hampton School

The following two 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 (**the original taken to MOEY)

(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/>