



聖公會中學(澳門) Macau Anglican College

Student Reference Letters and Transfer Applications Policy

1. This policy is applicable to all students who are planning to transfer from Macau Anglican College to other schools and need school application reference and/or supervision for their entrance examinations in our school, except the F6 graduates.
2. Parents must contact the school and inform the Principal before they request for the service.
3. The school will support the students by issuing them a reference letter. The reference letter and the first school application reference are complimentary. If more than one school application reference is requested, the cost will be MOP200 each.
4. Payment must be made before the completion of the school application reference.
5. The school Principal needs ten (10) working days to prepare the reference letter for students.
6. All urgent requests will be considered according to their merits. The school Principal reserves the right to decline a request for a reference letter upon his discretion.
7. The school can also support students when they have to write entrance examinations at our school by providing a suitable venue and experienced teachers to supervise these examinations. In order to avoid disruption of the student's regular lesson time, all these entrance examinations will be arranged on Saturdays, if possible. Since extra manpower is required to run these exams, each request will be charged according to the duration of the exams. The duration of the exams will be rounded up to the nearest number of hours and the rate is MOP 400 per hour.

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