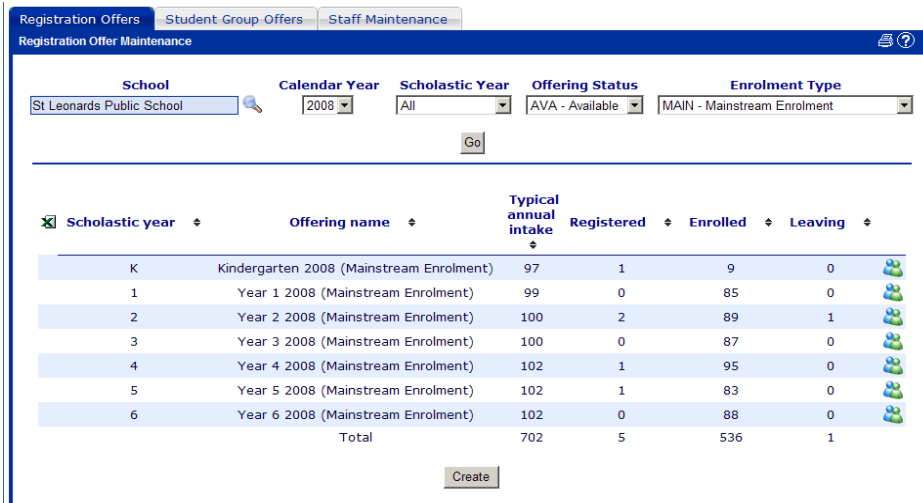# How to transfer a student between enrolment types

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)
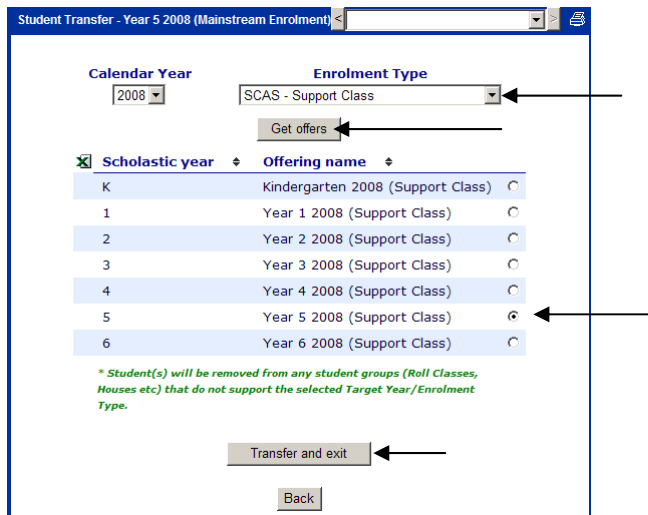

Select the enrolment type, and then click the **Get offers** button in that Enrolment Type. Indicate the offer to which the student is to be transferred. Click the **Transfer and exit** button.

Click **OK** to confirm the transfer.
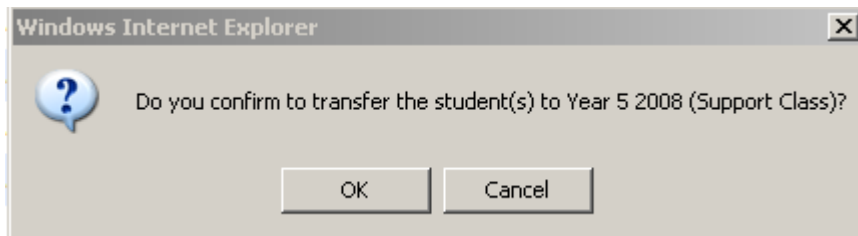
The student will now be shown in **inactive registration** list as **Internal Transfer** on the previous registration offer.

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