

TRANSFER / WITHDRAWAL POLICY

Policy on transfer/ withdrawal:

- Requests for transfer are treated as withdrawal from a course and treated as a new application for a new course.
- Student must meet the entry requirements of the course applied for.
- For students under 18 years old, request for transfer/withdrawal must be accompanied by student's parent/ guardian approval in written form.
- Course fees paid for the current course can be transferrable to the new course subject to The School's approval. Any transfer of fees will be prorated on the unconsumed fees.
- The School reserves the right to not grant transfer for course fees.
- Upon approval of the transfer/withdrawal, the previous student contract will be considered as void.

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Conditions for granting of Transfer and Withdrawal:

- Request for transfer/withdrawal will only be considered for students that do not have any outstanding payments due to The School.
- Student to fill in Course Transfer / Withdrawal Request Form, including submission of any supporting documents and adhering to the process as stated in the Course Transfer and Withdrawal Procedures.

Conditions for Refund:

- The School's Refund Policy shall apply for all qualified refunds. Students are to refer to the School's Refund Policy and the Standard Student Contract for further details.

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Student Pass Status

For Course Transfers:

- For Student's Pass holder, course transfer is subject to ICA's approval of the new Student's Pass.
- In the event that an application pertaining to transfer is rejected by ICA, the student is required to cancel his current Student's Pass within 7 days.

For Course Withdrawals:

- Student's Pass holder is required to submit his/her passport and Student's Pass to the School for cancelation of Student's Pass with ICA.

Timeframe for assessing and processing transfer/ withdrawal cases

- The entire transfer / withdrawal process, from point of application to the final outcome, should not be more than 4 weeks. If the final outcome is not in favor of the applicant, respective staffs are to handle each situation according to the School's dispute resolution policy and procedure.

TRANSFER / WITHDRAWAL PROCEDURE

1. Student to fill in Course Transfer / Withdrawal Request Form, including submission of any supporting documents.
2. Requests for transfer are treated as withdrawal from a course and treated as a new application for a new course. Student must meet the entry requirements of the course applied for.
3. For students under 18 years old, request for transfer/withdrawal must be accompanied by student's parent/ guardian approval in written form.
4. Request for transfer/withdrawal will only be considered for students that do not have any outstanding payments due to The School.