

# Transfer / Withdrawal Policy

## 1. The policy on Transfer/ Withdrawal:

- A student who requests for an internal course transfer within the School must have their existing contract terminated. A new student contract will be signed based on the procedures for executing student contracts. The Refund Policy shall apply unless as otherwise agreed between the School and the Student (refer to the terms in the school contract).
- The student must also fulfill all the admissions criteria of the new course and will be subjected to the School's student selection and admission procedures.

A student who withdraws from the School to enroll with another school shall be deemed to have withdrawn from the School and the refund policy and procedures shall apply.

## 2. Conditions for Granting Transfer and Withdrawal:

- All outstanding fees must be settled prior to request for withdrawal and/or transfer
- Student to fill in Course Transfer / Course Withdrawal Request Form, including submission of any supporting documents and adhering to the process as stated in the Course Transfer and Withdrawal Procedures.

## 3. 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.

## 4. Timeframe for assessing and processing transfer/ withdrawal cases

The entire transfer / withdrawal process, from point of application to the outcome, should not be more than 4 weeks.

# Transfer / Withdrawal Procedure

1. Student to fill in Course Transfer / Withdrawal Request Form (or related Forms), 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 from grade 1-12, request for transfer/withdrawal must be accompanied by student's parent/guardian approval in written form.
4. Outcome of application for transfer/withdrawal of course processed and notified in writing within 4 weeks from the date of submission of written request for transfer/withdrawal.
6. Upon approval of the transfer/withdrawal, the previous student contract will be considered as void.

7. Refund Policy shall apply for all qualified refunds.

8. English and Math assessment will be conducted while transferring within the school programs.