Shelton College International Pte Ltd

Transfer/Withdrawal Policy

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Course Withdrawal Policy

If a student decides to withdraw before or after course commencement, a written request of withdrawal must be submitted to the Manager, Student Care at Shelton College International, 1 Telok Blangah Rise, Singapore 098888. For students below the age of 18, parents / guardians approval letters must be submitted as well. Student is liable to pay any outstanding fees. Such requests shall be subject to the College's Refund Policy.

An official letter from the College will be issued to the student to reject the application or to effect the withdrawal within 4 weeks.

Once the application is approved, the College will inform the ICA, and the Student shall deliver to the College within [3] working days, the passport and Student's Pass of the Student for cancellation of the Student's Pass.

退学政策 - 学生如在开课前/后申请退学,必须向学生服务部门主管提交书面申请, 学生如果未满 18 岁, 必须附上父母/监护人的同意信, 学生必须缴清到期的学费, 该请求应遵循我院的退款政策。

学院将在 4 周内给予学生书面答复是否批准申请。一旦退学申请批准后，学院将立即通知移民厅，学生必须在 3 天内将护照及学生证交给学院办理取消学生证。

If a student is forced to withdraw from the school, an official letter will be given to the student. Such cases shall be subject to the College's Refund Policy.

The College will inform the ICA, and the Student shall deliver to the College within [3] working days, the passport and Student's Pass of the Student for cancellation of the Student's Pass.

如果学生被令退学，学院将给予学生书面通知，并遵循我院的退款政策。
学院将立即通知移民厅，学生必须在3天内将护照及学生证交给学院办理取消学生证。

Transfer School Policy

If a student who has been accepted by the College decides to transfer to another school/institute before or after course commencement, a written request of transfer must be submitted to the Manager, Student Care at Shelton College International, 1 Telok Blangah Rise, Singapore 098888. For students below the age of 18, parents / guardians approval letters must be submitted as well. Student is liable to pay any outstanding fees. Such requests shall be subject to the College's Refund Policy.

An official letter from the College will be issued to the student to reject the application or to effect the transfer within 4 weeks.

Once the application is approved, the College will inform the ICA, and the Student shall deliver to the College within [3] working days, the passport and Student's Pass of the Student for cancellation of the Student's Pass.

转校政策 – 已被我院录取的学生，如在开课前/后申请转校, 必须向学生服务部门主管提交书面申请. 学生如果未满 18 岁，必须附上父母/监护人的同意信，学生必须缴付未缴纳的全部学费，该请求应遵循我院的退款政策。

学院将在 4 周内给予学生书面答复是否批准申请。一旦转学申请批准后，学院将立即通知移民厅，学生必须在 3 天内将护照及学生证交给学院办理取消学生证。

Transfer Course Policy

If a student who has been enrolled into the course with the College decides to transfer to another course before or after course commencement, a written request of transfer must be submitted to the Manager, Student Care at Shelton College International, 1 Telok Blangah Rise, Singapore 098888. For students below the age of 18, parents / guardians approval letters must be submitted as well. Such requests shall be subject to the College's Refund Policy.

• Admin charge of transfer of course: $500

An official letter from the College will be issued to the student to reject the application or to effect the transfer within 4 weeks.

Once the application is approved, the College will inform the ICA and a fresh PEI-Student Contract shall be executed between the College and the Student.

A student, who transfer from the course to another course with the PEI shall, for the purpose of this, be deemed to have withdrawn from the course.

Therefore, the refund policy applies.

In view of this, the student needs to pay the course fee for the new course (unless otherwise agreed between the PEI and student).

转换课程政策 – 已被我院录取的学生，如在开课前/后申请转换课程，必须向学生服务部门主管提交书面申请。学生如果未满 18 岁，必须附上父母/监护人的同意信。该请求应遵循我院的退款政策。

• 转换课程手续费：$500

学院将在4周内给予学生书面答复是否批准申请。一旦申请批准后，学院将立即通知移民厅，同时签署新的标准学生合同。

学生如转换课程，相当于从该课程退学。有关退费事宜，按照 学院的退费政策执行。学生需要支付新课程的学费（除非学院与学生另有约定）。