

Procedures for Transfer of Courses

Responsible	Procedures
Student Care / Registrar Office	1. Receive written request for Transfer of Course from Parents / Guardian OR Student **Above 18 years old – Request can be submitted by Student **Below 18 years old – Request must be submitted by Parents / Guardian
Registrar Office	2. Verify eligibility with Academic Dept 3. If student is eligible, to prepare Confirmation of Student's Course Application (F-REGDP-020) – as new courses application (and include Counselling form from Academic) – for final approval by Management team 4. If student is ineligible, reject the request and student to stay in current course 5. Reply to the request for Transfer of Courses within 4 weeks. 6. Received acknowledgement from Parents / Guardian OR Student
Registrar Office	7. New Course application – to refer to Student Admission Procedures and Monitoring Process (B- REGDP-022) 8. Received Application form (F-REGDP-001/011/023/027); Advisory Note and Pre-Course Counselling Form (F-SCIBD-020) for new course 9. Issue Offer Letter and Acceptance Form 10. Once received the completed Acceptance Form (F-REGDP-021), to send Proforma Invoice in compliance with the Standard PEI-Student contract; Contract Explanation Form (F-SCIBD-021) & Schedule. 11. Terminate existing contract and sign new Standard PEI-Student contract. 12. Refer to Procedures for Executing Student Contract (B-REGDP-015) 13. Submit Student Pass application to ICA
Registrar Office	14. Inform student once the application for student's pass is approved (submit appeal for rejection) 15. Book appointment to go to ICA to complete student pass formalities
Finance	16. Issue receipts with comprehensive information upon receipt of payment from student
Registrar Office	17. Purchase FPS insurance on the same day upon receipt of the fees from students. Refer to FPS Procedures (B-REGDP-013) 18. Confirm with Academic Dept the attendance of class of student
Registrar Office	19. Copy student pass for filing and update data base and AIMS

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