

*Procedures for Transferring Out / Withdrawal*

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<b>Responsible</b>	<b>Procedures</b>
International Student Care / Registrar Office	1. Receive ICA on line request for transfer out <b>AND / OR</b> 2. Receive written request for Transfer Out / withdrawal from Parents / Guardian OR Student  <b>**Above 18 years old – Request can be submitted by Student</b> <b>**Below 18 years old – Request must be submitted by Parents / Guardian</b>
Registrar Office	3. Inform Academic Department / International Office / Student care unit and Finance Department.
Finance Department	4. Update and return Counselling Form (F-REGDP-003) to Registrar Office
Academic Department	5. Contact Parents / Guardian and Student for counselling and return completed Counselling Form (F-REGDP-003) and a copy of the Performances Report to Registrar office
International Student Care	6. Contact Parents / Guardian and Student for counselling and return Counselling Form (F-REGDP-003) to Registrar office
International Office	7. Contact Parents / Guardian and Student for counselling and return Counselling Form (F-REGDP-003) to Registrar office 8. <b>Contact Agent to have a better understanding on the reason</b>
Registrar Office	9. Obtain Management approval on the completed Counselling Form (F-REGDP-003) for the request to Transfer Out / withdrawal
Registrar Office	10. Reply to the request for transfer / withdrawal within 4 weeks. 11. Received acknowledgement from Parents / Guardian OR Student
Finance Department	12. Follow Refund Procedures (B-REGDP-014)
Registrar Office	13. Cancel student pass with ICA on line and declare student attendance on line to ICA within 7 days for transferring out cases – Procedures to Declare Attendance to ICA (B-REGDP-018).
Registrar Office	14. Inform FPS provider within 3 working days and inform CPE
Registrar Office	15. Update database & AIMS within 3 working days

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