

TRANSFER OF COURSE PROCEDURE

Operation Manual

4.4.2

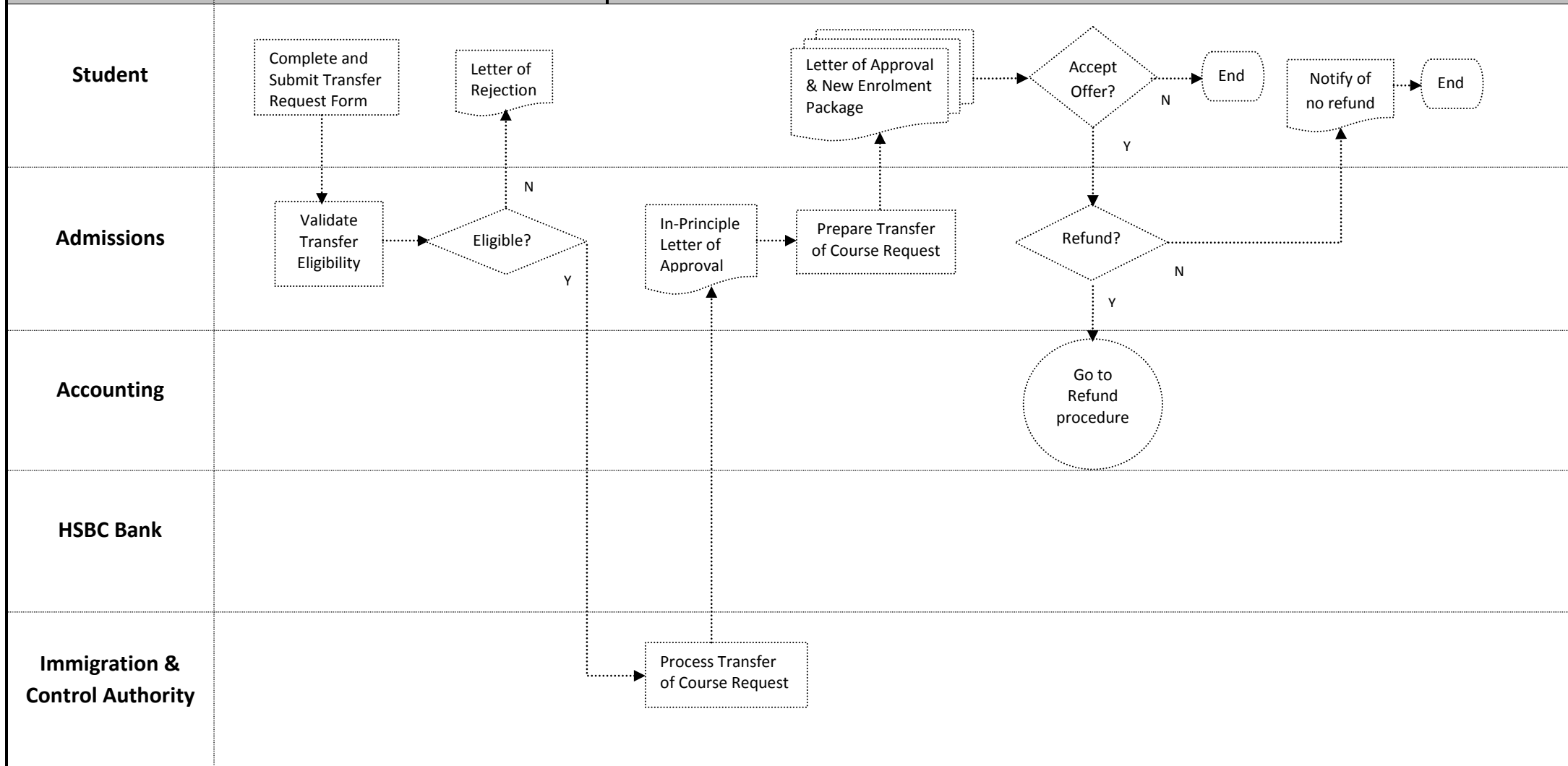
Category

Student Protection and Support Services

Version

v3

Within 14 working days



Description:

1. Students will submit Form FMADM130 Transfer Form to Admissions Office. If student is below 18 years of age, the parent's or guardian's signature is required either on the form or via a signed letter.
2. Admissions Office will process the request within 14-working days and will respond to the student by email/mail.
3. If eligible, Admissions Office will apply for Transfer of Student's Pass for the Student. Once the transfer for Student's Pass is approved by ICA, Admissions Office will prepare new enrolment package for the new course.
4. Once the student has accepted the offer for the new course, Admissions Office will process the enrolment for the new course and any refunds of fees will be processed within 7 working days by the Accounts office.

Responsibilities	
Operation Owner	Director in Admission
Review Frequency	20/06/2012

Endorsement by Management Team:

Revision	Endorsement Date	Remark
ver 1	26/02/2010	Initial Version
ver 2	20/09/2010	Revised Version
ver 3	14/09/2011	Updated and reformatted to new guidelines and split procedures from Withdrawal of Course.