

## **COURSE TRANSFER POLICY AND PROCEDURE**

*(Effective: 19 Jan 2018)*

### **COURSE TRANSFER POLICY**

The course transfer policy applies when a student changes the enrolled course of study to another course offered by PSB Academy. This includes transferring from full time to part time mode of studies or vice versa.

1. A student who is transferring to another course will be officially assessed by PSB Academy and/or the University Partner to ensure the student fulfils the academic requirement of the new course. Approval for transfer will be granted on a case-by-case basis subject to the student meeting the admissions requirements of the new course and approval from the university where applicable.
2. For students under 18 years of age, parental / guardian approval is required before the course transfer application is processed.
3. For company sponsored students, company representative's approval is required before the course transfer application is processed.
4. Students are advised to continue in their current enrolled course of study till the course transfer is successful and completed.
5. For students who are transferring to a new course, a new student contract / Addendum will be issued.
6. Pre-admission counselling will be conducted where applicable.
7. A new Fee Protection Insurance will be purchased for the new course.
8. Subject to PSB Academy's Refund Policy, any remaining fees, if any, from the existing course will be transferred to the new course and the student will have to top up the difference in fees (if any). No refund of any amount of remaining fees, if any, will be made. The Refund Policy and the 7-day Cooling-Off Period for commencing students are not applicable to course transfer students. Subject to the terms and conditions, special incentives such as course discounts, rebates, fee waivers, grants, scholarships, etc given to students who enrolled in the current course, may not be transferable to the new course.

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9. For International Students, their student pass must be re-applied under the new course. The course transfer will only take effect after ICA approves the transfer of the student's pass.
10. PSB Academy will inform students the outcome within four (4) weeks from date of receipt of the course transfer application together with supporting documents and proof of course transfer application fee.
11. Assistant Head of School (Student Recruitment) is responsible for course transfer process before commencement and School Manager (Operations) is responsible for course transfer process after commencement and they are to ensure that up-to-date transfer records are maintained under their respective area.

## COURSE TRANSFER PROCEDURE

1. All students who wish to transfer from a course of study are required to officially inform PSB Academy by completing the Course Transfer Form and submitting it with supporting documents, where relevant, to the School.

An administrative fee stipulated in the Student Contract Schedule 2.2 or C (depends on contract version) Miscellaneous Fees is applicable for all transfer requests. The administrative fee is non-refundable and non-transferable.

*Note: For information on new course, students are advised to look for Programme Consultants or Country Managers for course consultation, if required.*

2. For students under 18 years of age, a written approval from their parental / guardian to transfer course must be submitted together with the Course Transfer Form.
3.
  - a) For students transferring to a new course or different course major (with different course structure or fee structure or course duration), they are required to fill in the new Course Application form. Pre-admission counselling will be conducted as part of the new course application process.
  - b) For students transferring between course majors with the same course structure, fee structure and course duration, no pre-admission counselling will be conducted as the requirements are deemed similar and the pre-admission counselling done at the point of current course enrolment remains applicable.
4. Once the request for course transfer to another course is approved,
  - 4.1 Students under Point 3a as stated above, shall sign a new Student Contract. The Student Contract for the current course shall be cancelled once the new Student Contract is signed. For transfer case under Point 3b as stated above, the current Student Contract remains valid with an Addendum issued stating the course with the new major.
  - 4.2 The Fee Protection Insurance of the current course will be terminated with the insurance provider and a new insurance policy will be purchased for the new course.
  - 4.3 Refund of any remaining fees from the current course to be transferred to the new course is subjected to PSB Academy's Refund Policy. Students will have to top up any difference in fees (if any) upon signing of the new Student Contract for the new course.
  - 4.4 For international students transferring to another course / course major within PSB Academy, they will need to submit the Student Pass application together with the Course Transfer Form (upon payment of administrative fee). The new student pass application will be processed once the new contract/ addendum has been given to students.

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The student pass processing fee of \$30 must be submitted together with the Course Transfer Form. The remaining fee of \$90 (issuance of the STP and \*multi- journey visa) will have to be paid to ICA directly by students during collection of the student pass.

*\*only for visa required countries*

For courses that do not commence immediately, students' pass will be processed six (6) weeks before the new course commences.

- 4.5 For students who are under government course fee subsidy schemes, the funding approved for the current course will cease. The students and/ or their sponsoring company are required to top up the funded portion of the current course in the event the funding ceases. The students and/or their sponsoring company are required to submit a new application to the funding agency for fee subsidy for the new course if applicable. In the event the funding is not approved, the students and/or their sponsoring company are required to top up the difference in fees for the new course immediately.

#### References:

- EduTrust Certification Scheme Guidance Document (V3.0)
- CPE Approved Student Contract version 3.1
- PAC-QMS441 R00 Course Transfer Withdrawal and Deferment

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