

## **COURSE TRANSFER POLICY AND PROCEDURE**

*(Effective: 08 Oct 2014)*

### **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 student under 18 years of age, parental / guardian approval is required before the course transfer application will be processed.
3. For student who is under Company's sponsorship, company representative must indicate approval for transfer in the designated section of "Course Transfer Form". For student who is under Surrogate Employer Scheme (SEP) or other sponsorship / subsidy schemes, appropriate approval must be obtained by the student from the sponsoring agency before submission of transfer request. A copy of the approval from sponsoring agency is to be submitted to PSB Academy together with the course transfer request.
4. Once the full set of documentation and payment is received by PSB Academy, the course transfer is in process. Should student changes his mind, student is required to put in a fresh application of course transfer with payment; to be transferred back to the current course.
5. Once the request for course transfer to another course is approved, student will be automatically enrolled into the new course / course major. Students who are unsuccessful in the course transfer request will remain enrolled in their current course. Students are advised to continue in their current course till the course transfer is successful and completed.
6. For student who are transferring to a new course, a new student contract / Addendum will be issued.
  - 6.1 Pre-admission counselling might be conducted where applicable.
  - 6.2 A new Fee Protection Scheme (FPS) policy will be purchased for the new course.

- 6.3 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 applicable. The Refund Policy and the 7-day Cooling-Off Period for commencing students do not apply to course transfer students. Students who are granted course discounts, rebates, waivers, grants, scholarships etc. are to abide by the terms and conditions of these grants. Subject to the terms and conditions, these might not be transferable to the new course.
  - 6.4 For International Students, the student pass will be re-applied under the new course. The course transfer will only take effect after ICA approves the transfer of the Student's Pass
7. PSB Academy will inform student the outcome, within four (4) weeks from the payment date, upon receipt of the course transfer application, with supporting documents and proof of payment.

## COURSE TRANSFER PROCEDURE

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

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 the 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 to transfer from their parental / guardian 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), students 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 For transfer case of Point 3a as stated above, student shall sign a new Student Contract and the existing Student Contract for the course that the student was enrolled into shall be considered as being terminated upon the new Student Contract being signed. For transfer case of Point 3b as stated above, the existing Student Contract for the course that the student was enrolled into shall remain in force with an Addendum issued stating the course with the new major.
  - 4.2 The Fee Protection Insurance of the existing 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 existing course to be transferred to the new course is subjected to PSB Academy's Refund Policy. Student will have to top up any difference in fees (if any); upon signing 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's Pass application together with the Course Transfer Form (upon payment of administrative fee). The new student's pass application will be processed once the new contract/addendum has been given to students.

The student's pass processing fee, \$30 has to be submitted together with the Course Transfer Form. The remaining fee, \$90 (issuance of the STP and \*multi- journey visa) will have to be paid to ICA directly upon approval.

*\*only for visa required countries*

For courses that do not commence immediately, their Student's Pass will be processed 6 weeks before the new course commences.

- 4.5 For students who are under funding schemes (SDF, SEP), the funding approved for the current course will cease. The student and/or their sponsoring company are responsible to top up the funded portion of the current course in the event the funding is ceased. The student and/or their sponsoring company are responsible for the requirement to submit a new application for funding for the new course. In the event the funding is not approved, the student 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 (V2.0) - Criterion 4.4 Transfer / Withdraw Process