Transfer or Withdrawal Policy and Procedures

1 Definitions

1.1 **Transfer** means the student changes the course of study but remains as a student of Zhicheng Private School.

1.2 **Withdrawal** means that the student is no longer a student in the school and the student contract is terminated.

2 Transfer Policy

2.1 The School will consider a transfer of the student upon receiving a written application on the **Transfer or Withdrawal Form**, taking into consideration the daily performance of the student and advice of the class teachers where necessary. Any transfer is subject to the student meeting **Admission Criteria** for the new course and the transfer application shall be handled according to the procedures in the **Selection Process**.

2.2 Any transfer will also be subject to the approval by ICA in regards to the issue of a new Student Pass. Any fees chargeable by ICA in the application and issue of a new Student Pass will be borne by the student. All transferred students must sign a new contract and advisory note. The original contract shall be terminated.

2.3 Any fees that are already paid will be transferred to the new course, subject to:

- the duration of the new course is the same as the existing course
- the course fees of the new course is the same as the existing course
- The student will have to pay the additional course fees if he/she transfers to a course with a longer duration or one with higher course fees. This will be charged at the prevailing rate per week.
- For students who transfer to a shorter course, any refunds will be subjected to the Refund Policy of the school.

2.4 There will be no additional fees payable to the school in relation to the transfer of the student.

2.5 The School shall inform the student or parent/guardian of the outcome within 14 working days after the application for transfer is submitted to the School.

3 Transfer procedures

3.1 For approved transfer applications, the School shall determine the quantum of any unconsumed fees from the previous course and inform parent/guardian of the balance to pay. A new student contract has to be signed before fee payment.

3.2 The School shall cancel student pass and apply for a new student pass with ICA, and admit the student according to the admission procedures.

4 Withdrawal Policy

3.1 The School will generally approve applications for withdrawal.

3.2 The student shall make an application for withdrawal on the **Transfer or Withdrawal Form.**

3.3 Refunds will be made according to the Refund Policy as stated in the Student's Contract.

3.4 There will be no additional fees payable to the school in relation to the withdrawal of the student.

3.5 The School shall inform the student or parent/guardian of the outcome within 14 working days after the application for withdrawal is submitted to the School.

3.6 The School shall inform the student that his/her student pass will be cancelled within 1 day of application outcome or when the student is forced to withdraw from the School (e.g. caught for breaking Singapore's law).

3.7 The School shall issue the student with the Short Term Visit Pass (STVP) issued by ICA within 1 working day after receiving the STVP from ICA.

5 Withdrawal procedures

5.1 For approved withdrawal applications, the School shall determine if there are any refunds according to the **Refund Policy**. Refunds if any, shall be processed according to **Refund Procedures.**

5.2 The School shall cancel student pass with ICA within 1 day of application outcome, and issue the student with the Short Term Visit Pass (STVP) issued by ICA within 1 working day after receiving the STVP from ICA.

5.3 The School shall issue attendance records, together with the STVP, upon request, including requests by ICA.