1. PURPOSE
   To allow students to be enrolled in the most appropriate programme for their needs, by supporting transfers from their currently contracted course of study to a new course of study.

2. APPLICATION
   2.1. All students who have a signed contract with Insworld and want to make a change in their course of study.

   2.2. Transfer policy applies only for courses offered within Insworld and does not pertain to transfers to other schools.

3. EXCEPTIONS
   Nil.

4. POLICY STATEMENT
   4.1. Students, or Parent/Guardian if under 18 years of age, may apply for a Transfer of Course either before or after the course commencement date.

   4.2. In order to transfer a course, the student must submit a fully completed and signed Transfer of Course Form. If the student is under 18 years of age, the signature of the parent/guardian is required.

   4.3. The application will be processed and the student notified of the outcome by mail/email within 14 working days from the receipt of the completed form.

   4.4. Approval will be granted by the Admissions Office, on a case-by-case basis, subject to the course requirements and a Principal review.

   4.5. A fresh Student Contract shall be executed between the student and Insworld when the change of programme request has been approved.

   4.6. Students are deemed to have withdrawn from the original course when the application for a change of course is approved. Any refund for the original course will be processed according to Insworld’s Refund Policy.

   4.7. Where applicable, Insworld will assist with obtaining a Student’s Pass for the new course. The current Student’s Pass will need to be cancelled before a new one can be requested. The student will be responsible for all fees related to the issuance of the new Student’s Pass.