

## **COURSE TRANSFER, WITHDRAWAL OR DEFERMENT POLICY AND PROCEDURES**

### **Course Transfer Policy**

Student may apply to transfer of Course either before or after the course commencement date. Approval will be granted by the Admissions Office, on a case-by-case basis, subject to the course requirement and reviewed by the Principal. The student must meet the minimum entry requirement of the new course. If the application for transfer of course is unsuccessful, the student will remain enrolled in the current course. If the student does not wish to continue with the current course, the student will need to formally withdraw from the current course. If the application for transfer is successful, the school will withdraw the student from the original course and a fresh Student Contract shall be executed between the student and Insworld when the new Student's Pass (if applicable) has been approved.

Any refund for the original course will be processed according to Insworld's Refund Policy.

### **Course Withdrawal Policy**

Student may apply to withdraw from the Course either before or after the course commencement date. All students have a cooling off period of 7 working days from the date on which they sign their Student Contract with the school.

Any refund will be made according to the School's Refund Policy and Procedure.

### **Course Deferment Policy**

Students may apply to defer their contracted course of study prior to the commencement of course date. Deferment does not apply to students who have commenced their studies and decided to defer their contracted course of study. Insworld allows students to defer from their contracted course of study for a period not to exceed one year in duration. The school management will consider each request on a case to case basis taking into account any extenuating factors and will provide the student with its decision within 14 working days from the date of the request. If deferment is granted, the current Student Contract will be terminated. Upon returning, the student must sign a new contract, but will be exempted from an application fee. The student may be subjected to new course fees schedule.

Any refund will be made according to the School's Refund Policy and Procedure.

### **Course Transfer, Withdrawal or Deferment Procedure**

1. In order to transfer, withdraw or defer a course, the student must submit the Course Transfer, Withdrawal or Defer Form to the school.
2. If the student is below 18 years of age, the form must be signed by the parent/guardian before the school can process the application.
3. All applications will be processed within 14 working days.
4. Any student who is eligible for a refund as a result of course transfer, withdrawal or deferment, will be refunded according to the school's Refund Policy and procedures within 7 working days.
5. All students who have successfully applied for a Course Transfer will be withdrawn from their current Student Contract and sign a Student Contract for the new course.
6. For Student's Pass holder, Insworld will assist the student to:-
  - Cancel the Student's Pass within 14 working days for students who have withdrawn from the course
  - Apply for a transfer of Student's Pass to the new course. Once the transfer of Student's Pass is approved, the school will cancel the old Student's Pass and assist the student to collect the new Student's Pass.
  - Cancel the Student's Pass for the current course for deferred students, and to apply for a Student's Pass for the new course