

Course Transfer, Withdrawal or Deferment Form

Instructions:

1. You are strongly recommended to discuss your intention to apply for course transfer, withdrawal or deferment with the school before you make your final decision.
2. Please refer to the school's website (www.insworld.edu.sg) for the policy and procedures for Course Transfer, Withdrawal and Deferment before you fill up this form.
3. Your application will only be processed after all applicable sections in this form are fully completed. Parent/Guardian's signature is required if you are under 18 years old.
4. The processing time is 14-working days and the school will keep you informed of your application status by email.
5. Transfer of Course
For Student's Pass holders, the school will apply for a Student's Pass for the new course once you have accepted the offer of the new course. Your current Student's Pass will be cancelled once the Letter of In-Principal for the new course is issued by the Immigration & Checkpoint Authority of Singapore (ICA). Accordingly, you will be required to sign a new Student Contract for the new course.
6. Withdrawal or Deferment of Course
For Student's Pass holders, the school will cancel your Student's Pass within 7 working days from the date your application is processed.
7. Refund of Fees - If you are requesting for Refund of Fees, please complete a Request for Refund Letter and attached it with this form. Any refund will be made within 7-working days from the receipt of the Request for Refund Letter. All refunds are processed according to our Refund Policy.
8. All forms can be downloaded from the school's website www.insworld.edu.sg or hard copy is available at the school.
9. Please email this completed form to student.services@insworld.edu.sg.

Please complete the following sections in full using **BLOCK** letters in blue or black ink.

Section A: Applicant's Particulars	
Name of Applicant	
NRIC/Fin No	Contact Number
Email	
Section B: Current Course Information	
<input type="checkbox"/> English for Academic Study	<input type="checkbox"/> Pearson Edexcel GCE 'A' level
<input type="checkbox"/> Edexcel International Tuition Programme	<input type="checkbox"/> Pearson Edexcel International Advanced Level
<input type="checkbox"/> Pearson Edexcel International GCSE	
Commencement Date: <input type="checkbox"/> Jan <input type="checkbox"/> Mar <input type="checkbox"/> Jul <input type="checkbox"/> Sep Year: _____	

Section C: This Application **Course Transfer**

I would like to apply for a transfer of course to the following course starting:

Jan Mar Jul Sep Year: _____

- English for Academic Study
- Edexcel International Tuition Programme
- Pearson Edexcel International GCSE
- Pearson Edexcel GCE 'A' level/IAL

 Course Withdrawal

I would like to withdraw from the course with effect from ____/____/____.
 dd mm yyyy

Reason for withdrawal:

- Withdraw within 7-days cooling off period
- Transfer to another school in Singapore
- Medical reason
- Financial problem
- Unable to cope with the current course
- Other reasons:-

 Course Deferment

I would like to defer my course to:

Jan Mar Jul Sep Year: _____

or

I am undecided and will inform the school in writing when I wish to start my course.

Reason for deferment:

- Medical reason
- Financial problem
- Other reasons:-

Section D: Student's Pass (please fill up this section if you are a Student's Pass holder)

The school requires the following information when we cancel your Student's Pass:

- I am currently in Singapore and will require a Social Visit Pass when the school cancel my Student's Pass.
- I have left Singapore.
- I am planning to depart Singapore on _____ (day/month/year).

Please note that it is your responsibility to return the Student's Pass after your have withdrawn your studies either by email/hand to the school or you may hand over the Student's Pass to the Immigration Officer at the point of departure from Singapore.

Section E: Declaration by the student

I declare that the information given is true and accurate to the best of my knowledge. I am fully aware of the school's Course Transfer, Withdrawal and Deferment Policy.

Signature of Student

Date

Name and Signature of Parent/Guardian
(if student is below 18 years of age)

Date

NB: All information provided in this form is treated with strictest confidential and is meant for internal use only.