Course Transfer/Withdrawal Form

Course Transfer/Withdrawal request will be subjected to our Policy as per indicated on our student contract and student handbook. Genetic will review your request and respond within 4 weeks of receipts of request.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section A: COURSE INFORMATION** | | | | | | **For Official Use Only**   * Received By   Name & Signature: Date:   * Parent’s Letter of Consent (if under 18 yrs. Old)   Date:  \* If letter of consent was not attached to this form   * Arrangement for counselling or interview Date: * Submit to Principal for review and approval Date: * Submit to Finance Department for refund (if applicable)   Date:   * Inform the student   Date:   * Issuance of past attendance records and results (if applicable) Date: * Inform relevant parties (FPS, ICA and/or CPE)   Date: |
| Course Enrolled | | | | | |
| Commencement Date of Course | | | Course End Date | | |
| **Section B: STUDENT’S PARTICULARS** | | | | | |
| Name of Student | | | | | |
| Nationality | Age | Sex   * Male  Female | | | |
| Mailing Address | | | | Postal Code | |
| Hand Phone No. | House Tel. No. | | | | E-mail Address |
| **Section C: APPLICABLE TO STUDENT UNDER THE AGE OF 18 ONLY** | | | | | |
| Parent’s/Legal Guardian’s Name | | | | | |
| Mailing Address | | | | | |
| E-mail Address | | | | | Contact No. |
| **Section D: TYPE OF PROCESS** | | | | | |
| Please tick the process you want to request or apply:  Transfer  Withdrawal  **All Outstanding Fees must be settled prior to request.** | | | | | |
| **Section E: REASONS FOR TRANSFER OR WITHDRAWAL** | | | | | |
| State your reasons for course Transfer or Withdrawal (All supporting documents must be submitted as attachments, if any): | | | | | |
| *Please attach Student Request for Refund Form if applicable* | | | | | | |
| **Section F : Refund Policy**   |  |  | | --- | --- | | % of [the amount of Course Fees and Miscellaneous Fees paid under Schedules B and C] | If the Contracting Party’s written notice of withdrawal is received: | | [70%] | more than [30] working days before the Course Commencement Date | | [0%] | on or before, but not more than [30] working days before the Course Commencement Date | | [0%] | after, but not more than [7] working days after the Course Commencement Date | | [0%] | more than [7] working days after the Course Commencement Date | | | | | | | |
| **Section G: DECLARATION BY STUDENT** | | | | | | |
| I declare that the information given is true and accurate to the best of my knowledge and I have not willingly suppressed any information. I am fully aware of the school’s current transfer/withdrawal policy and refund policy.  For International students: I understand that my student’s pass has to be surrendered for cancellation with ICA.  I understand that this transfer application is subject to ICA approval (for student pass holder)  Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Or Parent/Legal Guardian Signature (for Student under 18 years of age)  Student’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| \*A formal letter will be issued to student to inform on the status of the request of transfer or withdrawal application  Approval is process within 7 working days from the student’s submission date | | | | | | |
| **Section H: COUNSELLING AND INTERVIEW PROCESS** | | | | | | |
| **COUNSELLING AND INTERVIEW PROCESS**  Date of Counselling/Interview Appointment Time:  Comments :  Counsellor/Interviewer Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Section I : TRANSFER OR WITHDRAWAL STATUS** | | | | | | |
| * Approved  Rejected   Principal’s Name and Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

|  |  |  |
| --- | --- | --- |
|  | **Transfer Application Process (checklist)** | |
|  | Tick in box when done | **Transfer Policy**   1. The definition of transfer is when a student changes the course or period of study (from full-time to part-time or vice versa) but remains as a student of the school. 2. Transfer will only be allowed if the student fulfill the entry requirements of the course to transfer. 3. Student can transfer from diploma to certificate or another diploma/higher diploma but different specialization. 4. Student transfer from the current course to another course shall be considered as having withdrawn from the current course. 5. Unconsumed fees (if any) will be transferred for the new course and student will need to pay the remaining amount of the new course 6. Any transfer requests must be submitted before the term/intake commencement. Submissions after new course term/intake start date will apply to the next term instead of the current one. 7. Conditions for granting the transfer:    1. All outstanding fees must be settled prior to request.    2. Student must fulfil the admission criteria of the new course and will be subjected to the School’s student selection and admission procedures. 8. For international students, the course transfer is subjected to ICA’s approval of the new Student’s Pass. ICA will be informed through the application of the new Student’s Pass. 9. A student who transfers within the School must have their existing contract terminated. A new Student Contract will be signed based on the procedures for executing student contracts. |
|  |  | **Transfer Application Process**  **Conduct interview/counselling to :** |
| T1. |  | * Understand the reason(s) for the transfer application |
| T2. |  | * Inform the student of the processing time within 4 weeks from the point of the student’s request to informing the student of the outcome in writing |
| T3. |  | * Explain to the student that the parent/legal guardian's written consent is required if he/she is under 18 years of age |
| T4. |  | * Explain to the student that the transfer application is subject to ICA approval (for student pass holders) |
| T5. |  | * Explain to the student the difference in the course fee and entry requirements and refund (if applicable) |
| T6. |  | * Inform the student of the difference in the Fee Protection Scheme (FPS) amount, period of coverage. |
| T7. |  | * Explain to the student that signing a new contract or issuing an addendum to the existing contract when a course transfer request has been approved. |
|  |  | **The Operations/Admin Department will then proceed with the transfer as follows:** |
| T8. |  | * Student must meet all minimum entry requirement of the new course they wish to transfer to. |
| T9. |  | * The Standard-PEI Student Contract of the current course will be voided upon approval of the course transfer. |
| T10. |  | * A new Standard-PEI Student Contract or addendum for the new course will need to be signed upon approval of the course transfer. |
| T11. |  | * All outstanding fees must be paid. |
| T12. |  | * GCS will conduct interview/counselling session with student/parents |
| T13. |  | * Verify and confirm that the parent/legal guardian's written consent has been given if he/she is under 18 years of age |
| T14. |  | * Submit an application to ICA for the course transfer (for STP Holders) |
| T15. |  | * Admin Mgr will update the FPS status into the Lonpac Insurance Bhd excel template and FPS File 1 within 3 working days to ensure that the coverage period and amount are adequate. |
| T16. |  | * Head of Admin to work out the difference in the course fee |
| T17. |  | * Issue a formal letter of Reject to the student/parent if the transfer application is not approved |
| T18. |  | * Issue a formal letter to the student/parent if the transfer is approved |
| T19. |  | * Conduct pre-course counselling to ensure that the student/parent has been informed of the crucial information of the new course |
| T20. |  | * Update the status of the student transfer in the AIMS System and Transfer record |

|  |  |  |
| --- | --- | --- |
|  | **Withdrawal Application Process (checklist)** | |
|  | Tick in box when done | **Withdrawal Policy**   1. The definition of withdrawal is when a student discontinues the courses with the School. 2. Conditions for granting the withdrawal:    1. All outstanding fees must be settled prior to request. 3. For International Students, ICA will be informed through the cancellation of the student’s pass. Student’s pass holder is required to submit his/her student’s pass to the school for cancellation of the student’s pass with ICA. 4. A student who has withdrawn will have their student contract terminated. |
|  |  | **Withdrawal Application Process:**  The conditions for Withdrawal are:  GCS’s adopts the Withdrawal Policy as stated in the Standard PEI-Student Contract Version 4.0 Clause 3 Termination and Refund Policy and Schedule E Refund Events). This policy will act as a framework in guiding the implementation of detailed refund processes and withdrawal procedures in the following areas:   * 1. **To 3.7 in Standard PEI-Student Contract Version 4.0 - Termination ad Refund policy (Please refer to the diagram in Schedule E)**   2. **Refund for Withdrawal During the Cooling-Off Period**   **3.9 Refund for Withdrawal Outside the Cooling-Off Period**  Upon receiving the withdrawal application, Admin Mgr will process request within 4 weeks from the point of the student’s request and Head of Admin to conduct an interview/counselling session to:  I. Understand and determine the reason for withdrawal applications and if solutions for student retention are possible. If no solutions are found, the School will note the reason for withdrawal in the Course Transfer/Withdrawal Form which would be submitted for final approval. Approval will be done within 7 working days from the student’s submission date.  II. A written notification will be given to the student to inform them of confirmation of their course withdrawal request.  The first step in the withdrawal process is to check if the student is eligible for a refund. If YES, the process will be expedited, and a refund given within 7 working days.  The computation of the refund amount will be explained to the student when he/she comes to collect the money and sign the acknowledgement of the refund given. For refunds given via TT, Bank Transfer, or other electronic means, a follow-up email will be sent to the student showing the computation of the refund amount. |
|  |  | **Conduct interview/counselling to :** |
| W1. |  | * Understand the reason(s) for the withdrawal applications and if solutions for student retention are possible. If no solutions are found, the School will note the reason for withdrawal in the Course Transfer/Withdrawal Form which would be submitted for final approval. Approval will be done within 7 working days from the student’s submission date. |
| W2. |  | * A written notification will be given to the student to inform them of confirmation of their course withdrawal request. |
| W3. |  | * Explain to the student that the parent/legal guardian's written consent is required if he/she is under 18 years of age |
| W4. |  | * Explain the Refund Policy, if any, due to the withdrawal |
| W5. |  | * Inform the student that the FPS will be terminated |
| W6. |  | * Inform the student that the student pass will be terminated (for the student pass holder) |
|  |  |  |
|  |  | **The Operations/Admin Department will then proceed with the withdrawal as follows:** |
| W7. |  | * Verify and confirm that the parent/legal guardian's written consent has been given if he/she is under 18 years of age |
| W8. |  | * Inform ICA to cancel the Student’s Pass application (for STP Holders) |
| W9. |  | * Check to verify if the student is eligible for a refund |
| W10. |  | * Issue a formal letter of Withdrawal to the student/parent |
| W11. |  | * Admin Mgr will update the FPS status into the Lonpac Insurance Bhd excel template and FPS File 1 within 3 working days to ensure that the coverage period and amount are adequate. |
| W12. |  | * Update the status of the student withdrawal in the AIMS System and Withdrawal record |