

**Procedures for Transfer of Courses**

(EduTrust requirement: 4.4.2)

Responsible	Procedures
Student Care	1. Receive student request to transfer course <b>OR</b> Notice from Academic Dept that student fail to meet language requirement based on Placement Test result. Refer to (B-ACUNI-007)
Registrar Office	2. Verify eligibility with Academic Dept (F-REGDP-003) 3. Seek parents' approval if students are below the age of 18 4. Obtain Management approval for the transfer request (F-REGDP-003) 5. Prepare reply to student within 4 weeks 6. Refer to Refund Procedures (B-REGDP-011)
Registrar Office	7. Receive <b>Application</b> form (F-REGDP-001/011/023) for new course, issue invoice in compliance with the Standard PEI-Student contract. 8. Terminate existing contract and sign new Standard PEI-Student contract. Refer to Procedures for Executing Student Contract (B-REGDP-015) 9. Submit student pass application to ICA
Registrar Office	10. Inform student once the application for student's pass is approved 11. Book appointment to go to ICA to complete student pass formalities
Finance	12. Issue receipts (F-SCIFIN-001) with comprehensive information upon receipt of payment from student
Registrar Office	13. Purchase FPS insurance on the same day upon receipt of the fees from students. Refer to FPS Procedures (B-REGDP-013) 14. Confirm with Academic Dept the attendance of class of student
Registrar Office	15. Copy student pass for filing and update data base and AIMS

