

Course Withdrawal Policy – If a student decides to withdraw before or after course commencement, a written request of withdrawal must be submitted to the Manager, Student Care at Shelton College International, 1 Telok Blangah Rise, Singapore 098888. For students below the age of 18, parents / guardians approval letters must be submitted as well. Student is liable to pay any outstanding fees. Such requests shall be subject to the College's Refund Policy.

An official letter from the College will be issued to the student to reject the application or to effect the withdrawal within 4 weeks.

Once the application is approved, the College will inform the ICA, and the Student shall deliver to the College within [3] working days, the passport and Student's Pass of the Student for cancellation of the Student's Pass.

退学政策 – 学生如在开课前/后申请退学, 必须向学生服务部门主管提交书面申请, 学生如果未满 18 岁, 必须附上父母/监护人的同意信, 学生必须缴付未缴纳的全部学费, 该请求应遵循我院的退款政策。

学院将在 4 周内给予学生书面答复是否批准申请。一旦退学申请批准后, 学院将立即通知移民厅, 学生必须在 3 天内将护照及学生证交给学院办理取消学生证。

Transfer School Policy – If a student who has been accepted by the College decides to transfer to another school/institute before or after course commencement, a written request of transfer must be submitted to the Manager, Student Care at Shelton College International, 1 Telok Blangah Rise, Singapore 098888. For students below the age of 18, parents / guardians approval letters must be submitted as well. Student is liable to pay any outstanding fees. Such requests shall be subject to the College's Refund Policy.

An official letter from the College will be issued to the student to reject the application or to effect the transfer within 4 weeks.

Transfer/Withdrawal Policy

Once the application is approved, the College will inform the ICA, and the Student shall deliver to the College within [3] working days, the passport and Student's Pass of the Student for cancellation of the Student's Pass.

转校政策 – 已被我院录取的学生，如在开课前/后申请转校，必须向学生服务部门主管提交书面申请。学生如果未满 18 岁，必须附上父母/监护人的同意信，学生必须缴付未缴纳的全部学费，该请求应遵循我院的退款政策。

学院将在 4 周内给予学生书面答复是否批准申请。一旦转学申请批准后，学院将立即通知移民厅，学生必须在 3 天内将护照及学生证交给学院办理取消学生证。

Transfer Course Policy – If a student who has been enrolled into the course with the College decides to transfer to another course before or after course commencement, a written request of transfer must be submitted to the Manager, Student Care at Shelton College International, 1 Telok Blangah Rise, Singapore 098888. For students below the age of 18, parents / guardians approval letters must be submitted as well. Such requests shall be subject to the College's Refund Policy.

- Admin charge of transfer of course: \$500

An official letter from the College will be issued to the student to reject the application or to effect the transfer within 4 weeks.

Once the application is approved, the College will inform the ICA and a fresh PEI-Student Contract shall be executed between the College and the Student.

转换课程政策 – 已被我院录取的学生，如在开课前/后申请转换课程，必须向学生服务部门主管提交书面申请。学生如果未满 18 岁，必须附上父母/监护人的同意信。该请求应遵循我院的退款政策。

- 转换课程手续费：\$500

学院将在 4 周内给予学生书面答复是否批准申请。一旦申请批准后，学院将立即通知移民厅，同时签署新的标准学生合同。