

Procedures for Transferring Out / Withdrawal

(EduTrust requirement: 4.4.2)

Responsible	Procedures
Student Care / Registrar Office	1. Receive ICA on line request for transfer OR Receive written request for withdrawal from students / parents
Registrar Office	2. Inform Academic Department / International Office and Finance Department.
Finance Department	3. Update and return counselling form (F-REGDP-003) to Registrar Office. Refer to (B-SCIFIN-004).
Academic Department	4. Contact student for counselling and return counselling form (F-REGDP-003) to Registrar office; and Provide a copy of the Performances Report (F-ACUNI-037) to Registrar office
Student Care	5. Contact student for counselling and return counselling form (F-REGDP-003) to Registrar office
International Office	6. Contact student for counselling and return counselling form (F-REGDP-003) to Registrar office
Registrar Office	7. Seek parents' approval if students are below the age of 18.
Registrar Office	8. Obtain Management approval for the transfer/withdrawal request (F-REGDP-003).
Registrar Office	9. Reply to the request for transfer/withdrawal within 4 weeks.
Finance Dept	10. Follow Refund Procedures (B-REGDP-014)
Registrar Office	11. Cancel student pass with ICA on line and declare student attendance on line to ICA within 7 days for transferring out cases (B-REGDP-018).
Registrar Office	12. Inform FPS provider within 3 working days and inform CPE
Registrar Office	13. Update database & AIMS within 3 working days

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