

Transfer Policy

- All transfer requests must be submitted in writing (verbal requests not accepted).
- Student must meet all entry requirements for the new course.
- Written consent from parents/guardians is required for students under 18.
- Requires termination of the existing student contract.
- A new contract must be signed for the new course.
- Refund Policy applies unless otherwise agreed.
- Transfer is subject to ICA's approval of the new Student's Pass.

Transfer Procedure

1. Student Submits Request

- Fill out the Course Transfer Request Form and submit it to the School Operations Department.
- Provide supporting documents.
- Submit the Refund Request Form if applicable.

2. School Operations Department Meeting

- Meet with the student within 2 working days of receiving the request.
- Explain transfer conditions:
 - Parental consent (if students under 18).
 - Voiding of current contract.
 - Signing of new contract.

3. Pre-Course Counselling

- Conduct a session to ensure suitability of the new course.

4. Approvals

- Academic & Partnership Department reviews and approves the transfer.
- Management Team grants final approval.

5. Outcome Notification

- Issue an official letter approving or rejecting the request.

6. Processing

- Apply Student's Pass under new course.
- Terminate the existing contract.
- Sign new contract
- Process refunds (if applicable).
- Update FPS provider, and student management system.
- Maintain a masterlist of Transfers.