

## Course Transfer Policy

1. A course transfer refers to a situation where a student who is enrolled in TSI in a course wishes to change to another course or to another period of studies but remains as a student of TSI. The student will need to pay the course transfer fee to join the next course.
2. TSI allows students to transfer from course X to course Y within TSI with payment of a transfer fee.
3. TSI will provide pre-course counselling for the intended course.
4. A student's request for transfer can only be processed if the student meets the entry requirement of the new course, has completed the instalment obligations (payments) for all overdue fees of the existing course (if any) and returns outstanding property (if any) such as library books etc.
5. TSI's refund policy shall apply if the requirements of the refund are met.
6. Once the Principal approves the Course Transfer request, a new Student Contract will be prepared for the new course.
7. The Fee Protection Scheme (FPS) for the existing course fees paid will be cancelled. A new FPS will be purchased within 7 days of the receipt of the intended course fee.
8. For Student's Pass Holder, Student Services Staff will submit transfer request of Student Pass to ICA. The transfer request is subjected to ICA's approval.
9. If the transfer is rejected by ICA, Student Services Staff will inform the student immediately, and the student is required to cancel his/her current Student's Pass within 7 days.
10. Service target: Within 3 working days to respond to the application. Within 7 working days to arrange for a refund (if eligible). Within 4 weeks to assess and complete the transfer request.