

Course Renewal Policy

1. A course renewal refers to a situation where a student who is enrolled in TSI in a course wishes to repeat the same course. Renewal may arise where the student had failed to pass the exam set for the course, or the student simply wishes to improve on his existing score for the course. The student will need to pay the course renewal fee to repeat the course.
2. TSI adopts the following principles in considering a student's application for course renewal:
 - a. Student must have attained attendance record of 90% and above.
 - b. Student have no major negative disciplinary record.
3. A student's request for renewal can only be processed if the student meets any updated entry requirement of the intended 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.
4. Once the Principal approves the Course Renewal request, a new Student Contract will be prepared for the student for the renewed course.
5. A new FPS will be purchased within 7 days of the receipt of the intended course fee.
6. For Student's Pass Holder, Student Services Staff will apply to ICA for a student pass renewal request. The renewal request is subject to ICA's approval.
7. If the renewal is rejected by ICA, Student Services Staff will inform the student immediately, and the student is required to cancel his/her current Student Pass at the end date of the current course.
8. Service target: Within 3 working days to respond to the application. Within 4 weeks to assess and complete the renewal request.