

# Course Transfer, Withdrawal and Dismissal Policy

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Updated on 05/05/2015

The SAO will seek to assess and complete all transfer / withdrawal applications no longer than 4 weeks upon receiving the written notice of request from the student.

The written notice of request must be accompanied by parent / guardian's signature should the student's age falls below the age of 18.

## **TRANSFER OF COURSE**

A transfer refers to a student's request to transfer his/her study of the course to another course within the college.

A student who wishes to transfer from an existing course shall be considered to have withdrawn from the current course and our refund policy will apply accordingly.

The following conditions must be fulfilled before the transfer of course is complete:

- (a) Any form of balance fee payment or fee refunds will be settled before the exiting student transfers to his/her course.
- (b) The student contract signed for the current course will be terminated, followed by the signing of the new student contract for the newly transferred course.

Transfer of course is not applicable to current international students.

## **WITHDRAWAL OF COURSE**

A withdrawal refers to a student's request to terminate and cease his/her student status in the college.

Our refund policy will apply accordingly.

The following conditions must be fulfilled before the withdrawal request is complete:

- (a) Any form of balance fee payment or fee refunds will be settled before the exiting student withdraws from his/her course.
- (b) Student pass is non-transferable and will be terminated within 3 working days upon receiving the withdrawal notice.
- (c) The student contract signed for the current course will be terminated.

## **DISMISSAL**

Students can be dismissed based on one or a combination of the following Severe Disciplinary listed:

- a) Absence without official reasons despite warnings given,
- b) Unchanged behavior after disciplinary action had been taken,
- c) An offender of the Singapore Law,



- d) Misbehaviour of frequency and seriousness that POSES A THREAT to the health, safety and security of others in the City College,
- e) Outstanding school fees despite receiving at least 3 written warning notices,
- f) Non-payment of smoking fines, only if applicable.

City College reserves the right to dismiss students without the issuing of warning letters.

### **CONTRACT TERMINATION**

In the event that the student's request to transfer or withdraw is approved, the student contract with City College will be terminated.