

All applications for course transfer, conversion, deferment, extension and withdrawal must be submitted in writing in a format stipulated by the school. Students are required to provide reasons and justifications for making the request. No verbal notice is allowed.

Any students who apply for course transfer, conversion or deferment must pay a fee when their applications are approved. An administrative fee is also payable for each approved application. The student must pay all applicable fees before the course transfer, conversion or deferment is effected.

There is a maximum processing time of not more than 4 weeks from the point of student's request informing the student of the outcome in writing.

For students who apply for Course Deferment and Extension, the maximum candidacy period is as follows:

- a. Full-time course – 2x course length (eg; 12 months x 2 = 24 months)
- b. Part-time course – 1.5x course length (eg; 24 months x 1.5 = 36 months)

### Course Transfer

A Course Transfer is when a student wishes to transfer from one course of study in the school to another, e.g.; a student transfers from the Diploma in Design Communication to the Diploma in Music Production and Audio Engineering.

The school's procedures for transfer from Course X to another Course Y within the school are as follows:

- a. Students who wish to transfer must submit the relevant form stating their reasons to Course Manager. Verbal notice is not acceptable. The form is available from the school office.
- b. The Course Manager counsels and interviews the student and tries to understand his reasons for wanting to transfer, and explain to the student the various implications for his transfer including his student pass, if applicable etc.
- c. The Course Manager X will evaluate the transfer application. If he agrees to the transfer request, he will consult the Course Manager Y, who must also agree to receive the student.
- d. Course Manager Y will interview and counsel the student, if necessary. Transfers will only be allowed if the student fulfils the academic and experience requirements for the new course. Transfer will also be conditional on the availability of spaces in the new course.
- e. After consulting with Course Manager Y, the Course Manager X will proceed to submit his recommendations to the Principal for approval.
- f. All requests for course transfer are subject to the final approval of the Principal.

The following are some of the circumstances under which the transfer can be considered:

- a. Change in interest of the student
- b. Medical conditions that affect the student's ability to continue in the original course
- c. Aptitude of the student for the new course

Upon approval of the request, the Head of Admin & Operations will inform the student. The student will have to pay the course transfer fee of \$600 and administrative fee of \$50 for the approval to be finalised. The student must then decide whether to:

- a. Stop temporarily and start again later in his new course, or
- b. Maintain his current course and apply for a new student pass simultaneously for the new course.

If the student wishes to **stop temporarily**, the school's procedures once the student has paid the relevant fees are as follows:

- a. The Head of Admin & Operations will terminate the existing contract, prepare a new contract and contact the student to sign the new contract.
- b. Finance Executive computes the unconsumed fees from the existing course and the remaining balance of the course fee which the student has to top-up for the new course and contact the student.
- c. Student will authorize the school to transfer any unconsumed fees in the previous course to the new course. Student will top up any shortfall in fee for the new course.
- d. The Head of Admin & Operations will inform ICA of the change in the student's status, cancel the student pass and apply for a new one.
- c. For International Students Only:
  - i. If the new student pass application is unsuccessful, the Head of Admin & Operations will inform the student within 3 working days.
  - ii. The Finance Executive will prepare a refund of the unconsumed course fee within 7 working days. The transfer fee of \$600 and admin fee of \$50 will not be refunded to the student.

If the student wishes to **maintain his current course** and simultaneously apply for a new student pass for new course, the school's procedures once the student has paid the relevant fees are as follows:

- a. The Head of Admin & Operations will terminate the existing contract, prepare a new contract and contact the student to sign the new contract.
- b. Finance Executive computes the unconsumed fees from the existing course and the remaining balance of the course fee which the student has to top up for the new course and contact the student.
- c. For International Students, the Head of Admin & Operations will inform ICA of the change in the student's status and apply for a new student pass.
- d. For international student the contract will only be signed after the Student Pass has been approved by ICA.
- e. For International Students Only:
  - i. If the new student pass application is unsuccessful, the Head of Admin & Operations will inform the student within 3 working days.
  - ii. The transfer fee of \$600 and admin fee of \$50 will not be refunded to the student.

Should a student fail to sign the new Student Contract within 5 days of being informed of the successful outcome of their application the student shall be considered to have withdrawn from the current course and refund policy shall apply as per Standard Student Contract. The Head of Admin & Operations will inform the student of his status via e-mail and standard mail.

Students who wish to transfer to other course within the School may be eligible to apply for exemption according to the exemption policy, process and procedure spelt out in the school's guidelines for Module Exemption.

Should a student transfer from course X to another course Y, then withdraw from course Y during the 7 working days cooling off period, this is treated as a withdrawal from new course Y and hence is eligible for refund of the highest percentage (stated in Schedule D of the Student Contract) of the fees already paid for the new course Y.

A transfer to another private school is regarded as a withdrawal from Orita Sinclair.

### Course Conversion

A Course Conversion is when a student wishes to change from full-time study to part-time study or vice-versa in the same course of study.

The school's procedures for changing from full-time study to part-time study or vice-versa in the same course of study are as follows:

- a. Students who wish to transfer must submit the relevant form stating their reasons to Course Manager. Verbal notice is not acceptable. The form is available from the school office.

- b. The Course Manager counsels and interviews the student and tries to understand his reasons for wanting to convert and explains to the student the various implications of the course conversion.
- c. The Course Manager X will evaluate the course conversion application and proceed to submit his recommendations to the Principal for approval.
- d. All requests for course conversion are subject to the final approval of the Principal.
- e. The decision of the Principal is conveyed to the Course Manager and the Head of Admin & Operations.

Upon approval of the request, the Head of Admin & Operations will inform the student. The student will have to pay the course conversion fee of \$400 and administrative fee of \$50 for the approval to be finalised. The school's procedures once the student has paid the relevant fees are as follows:

- a. Head of Admin & Operations will and inform the student of the result of his application via e-mail and standard mail.
- b. Head of Admin & Operations will terminate the existing contract, prepare a new contract and contact the student to sign the new contract.
- c. Finance Executive computes the balance of course fees to be paid and prepares a new payment schedule and vouchers for the student.

Should a student fail to sign the new Student Contract within 5 days of being informed of the successful outcome of their application the student shall be considered to have withdrawn from the current course and refund policy shall apply as per Standard Student Contract. The Head of Admin & Operations will inform the student his status via e-mail and standard mail.

Should a student convert from full-time studies to part-time studies or vice-versa, then withdraw from his new course during the 7 working days cooling off period, this is treated as a withdrawal and hence is eligible for refund of the highest percentage (stated in Schedule D of the Student Contract) of the fees already paid for the new course.

International students may not apply for course conversion as a Student Pass is only granted for full-time studies.

### Deferment

A Deferment is when a student wishes to delay or postpone his studies temporarily for valid reasons. Deferment is normally granted for medical reasons, National Service call-up, work commitments etc.

The school's procedures for deferment from a course of study are as follows:

- a. Students who wish to defer must submit the relevant form stating their reasons to Course Manager. Verbal notice is not acceptable. The form is available from the school office.
- b. The request must be submitted to the Course Manager at least TWO weeks before the commencement of the term. Documentary proof to support the application must be attached to the form.
- c. Deferment is usually granted on a term-by-term basis and students who wish to extend their deferment will have to reapply.
- d. International students may not defer. Instead, they must withdraw from the course. If they wish to continue their studies at a later stage, they must reapply to study at the School according to the application procedures for international applicants.
- e. The Course Manager counsels and interviews the student and tries to understand his reasons for wanting to defer and explains to the student the various implications of the course deferment.
- f. The Course Manager will evaluate the course deferment application and proceed to submit his recommendations to the Principal for approval.
- g. All requests for course deferment are subject to the final approval of the Principal.

Upon approval of the request, the Head of Admin & Operations will inform the student. The student will have to pay the course deferment fee of \$400 and administrative fee of \$50 for the approval to be finalised. The school's procedures once the student has paid the relevant fees are as follows:

- a. Head of Admin & Operations will and inform the student of the result of his application via e-mail and standard mail.
- b. Head of Admin & Operations will prepare an addendum to the existing student contract.
- c. Finance Executive computes the balance of course fees to be paid and prepares a new payment schedule and vouchers for the student.

Should a student fail to sign the addendum to the existing Student Contract within 5 days of being informed of the successful outcome of their application the student shall be considered to have withdrawn from the current course and refund policy shall apply as per Standard Student Contract. The Head of Admin & Operations will inform the student his status via e-mail and standard mail.

### Course Extension

A Course Extension is when a student's course of study is extended beyond the duration stipulated in the original student contract.

The course extension process could be initiated by the student or the course manager.

The school's procedures for extension of a course of study are as follows:

- a. Students who wish to extend must submit the relevant form stating their reasons to Course Manager. Verbal notice is not acceptable. The form is available from the school office.
- b. The Course Manager counsels and interviews the student and tries to understand his reasons for wanting to extension and explains to the student the various implications of the course extension.
- c. The Course Manager X will evaluate the course extension application and proceed to submit his recommendations to the Principal for approval.
- d. All requests for course deferment are subject to the final approval of the Principal.

Upon approval of the request, the Head of Admin & Operations will inform the student. The school's procedures once approval has been given by the Principal are as follows:

- a. Head of Admin & Operations will and inform the student of the result of his application via e-mail and standard mail.
- b. Head of Admin & Operations will prepare an addendum to the existing student contract.
- c. Finance Executive computes the balance of course fees to be paid and prepares a new payment schedule and vouchers for the student.

Should a student fail to sign the addendum to the existing Student Contract within 5 days of being informed of the successful outcome of their application the student shall be considered to have withdrawn from the current course and refund policy shall apply as per Standard Student Contract. The Head of Admin & Operations will inform the student his status via e-mail and standard mail.

#### Withdrawal Without Cause (no refund is involved)

Withdrawal without cause occurs when the student on his own accord decided to terminate his studies after the commencement of the course where there is no refund of course fee involved.

Student should submit the relevant form to the Course Manager, who will interview the student and investigate the cause for withdrawal. He will then send his findings and recommendation for the approval of the Principal.

The Principal may interview the student on a case by case basis. After the Principal has approved the case, he will convey his decision to the Head of Admin & Operations in the form.

Head of Admin & Operations will:

- a. Issue a letter to the student effecting the withdrawal and copy to the Course Manager and Finance Executive
- b. Cancel the student pass (for international students)
- c. Terminate the student contract
- d. Receive all documents (Student card, door access card) and properties belonging to the school

In cases where students fail to acknowledge official letters sent by the Course Manager to them within 2 weeks, they are deemed to have withdrawn from the course of studies. The course manager will keep the Principal and the Head of Admin & Operations informed of the student's transfer/withdrawal status.

#### Summary of Policies and Charges

| TYPE OF APPLICATION | TYPE OF DOCUMENT TO BE SIGNED BY STUDENT  | APPLICABLE TO INTERNATIONAL STUDENTS | FEES PAYABLE            |           |
|---------------------|---|--------------------------------------|-------------------------|-----------|
|                     |   |                                      | Application-related Fee | Admin Fee |
| a) Transfer         | New Student Contract                      | Yes                                  | \$600                   | \$50      |
| b) Conversion       | New Student Contract                      | Yes                                  | \$400                   | \$50      |
| c) Deferment        | Addendum to the existing Student Contract | No                                   | \$400                   | \$50      |
| d) Extension        | Addendum to the existing Student Contract | Yes                                  | Nil                     | Nil       |