

Transfer Policy

- a. This policy only applies to students who wish to transfer from one course to another within TEG.
- b. A student who wishes to transfer from one course to another course of study within TEG must meet the following criteria:
 - (i) The student satisfies the entry requirements for the course which they are applying to transfer to.
 - (ii) The request for transfer from one course to another must be submitted via "Post-Enrolment Withdrawal Form" before the course commencement date to be considered. An admin fee will be imposed.

Transfer Procedures

- a. Transfer request will be approved subject to applicant's meeting the above criteria. The request will be assessed and approved on a case by case basis by the Academic Director (or his delegated nominee) and the Student will be notified of the outcome in a formal letter within seven (7) working days.
- b. For student below the age of 18, TEG must seek approval from the student's parents/guardians before approving the transfer request.
- c. Once the transfer request is approved:
 - (i) the Student will be deemed to have withdrawn from the course and the conditions for refund of any fees paid shall be applied according to TEG refund policy before the commencement of course or within the cooling-off period;
 - (ii) the student has to settle any outstanding course fees if the course has already commenced. However, Top Management or his delegated Division Director may consider granting the waiver should the student's appeal with valid reasons be accepted.
 - (iii) TEG must coordinate with FPS service provider for any refund. Such refund should be given back to the Student within seven (7) working days.
 - (iv) the original student contract must be terminated and a new student contract must be signed.
 - (v) TEG is to inform Immigration & Checkpoints Authority (ICA) of any change in student's status that may affect the duration of STP issued.

Transfer/withdrawal Procedure

