

Transfer and Withdrawal Policy

As a member of the wider private education industry, SIC formulates the transfer and/or withdrawal process to facilitate greater flexibility for the industry towards building a robust educational hub that is responsive in meeting the educational needs of our students.

Students who wish to transfer and/or withdraw from their course of study must complete a prescribed Student Request form submit to the Student Affairs Department. This transfer/ withdrawal policy has clear definition on transfer/withdrawal from existing course; fees refund; and cancellation/transfer of student's pass (if applicable). The transfer/withdrawal process involves a compulsory exit interview with the student.

The policy must be communicated to all students and made available in:

- Standard Student Contract,
- Student Handbook,
- School website, and
- Application Form