

Transfer/Withdrawal Procedure

The school deferment, transfer and/or withdrawal policies procedure are contained in student handbook and can be found on the school website. Student request for deferment, transfer and/or withdrawal must be made in writing on the prescribe Student Request form. The student shall submit the duly completed form to the Student Affairs.

The Student Affairs shall direct the request to the Student Registry to be forwarded to the management for evaluation and decision. The Student Affairs shall inform the student of the outcome in writing within 5 working days of the request date.

Change in student status will be informed to relevant external parties such as FPS service provider within 3 working days and recorded in the SIS.