

7. Course Transfer, Deferment and Withdrawal Policy and Procedures

a. Overall Policy

- a. The maximum processing time for transfer, withdrawal and deferment process, from the point of student's request to informing the student of the outcome in writing, shall not be more than 4 weeks.
- b. All requests must be made in writing through the submission of the Student Request Form and any supporting documents. Verbal notice is not accepted.
- c. For students under the age of 18, written consent from the parent / legal guardian must be obtained.
- d. All requests will be reviewed on a case by case basis and the School will have the final decision on the outcome.
- e. The School's refund policy shall apply for all qualified refunds. Students are to refer to the School's refund policy and the Standard Student Contract for further details.

b. Course Transfer

- a. The definition of transfer is when a student changes the course or period of study (from full-time to part-time or vice versa) but remains as a student of the school.
- b. Conditions for granting the transfer:
 - i. All outstanding fees must be settled prior to request
 - ii. Student must fulfil the admission criteria of the new course and will be subjected to the School's student selection and admission procedures.
- c. A student who transfers within the School must have their existing contract terminated. A new student contract will be signed based on the procedures for executing student contracts.

c. Course Withdrawal

- a. The definition of withdrawal is when a student discontinues his or her course with the School.
- b. Conditions for granting the withdrawal:
 - i. All outstanding fees must be settled prior to request.
- c. A student who withdraws will have their student contract terminated

d. Course Deferment

- a. The definition of deferment is when a student delays or postpones the course (or module).
- b. Conditions for granting the deferment:
 - i. Students can apply for deferment only once.
 - ii. Requests for deferment extension will be considered on a case-by-case basis.
 - iii. In applying for deferment, student has to take note of the course completion timelines.
 - iv. The maximum deferment period granted will be computed based on the difference between the maximum duration allowed to complete a course and the date of the deferment application.
 - v. The maximum duration allowed to complete a course is defined as TWICE that of the registered course duration. For example, if a course is registered as 1-year duration, the maximum time allowed to complete the course successfully is 2 years.
 - vi. Deferment is subjected to the number of places available for the course applied for. The School reserves the right to offer a similar course in replacement of discontinued courses or modules for the course applied for, should there be no availability.
 - vii. If the student contract is still valid, an addendum would be signed to reflect the deferment. For terminated student contracts, a new student contract will be signed based on the procedures for executing student contracts.

e. Course Transfer Withdrawal and Deferment Procedures

- a. Students who would like to transfer, withdraw, or defer, should submit the Student Request Form to the Course Manager for processing.
- b. Any supporting documentation that are required to process the request must be submitted along with the Student Request Form
- c. For eligible refund cases, the 'Refund' section of the Student Request Form will be completed as well.
- d. Reasons for the request should be documented in the Student Request Form.
- e. For students below the age of 18, the parent / legal guardian's written consent must be obtained. Written consent may be obtained through

signing on the Student Request Form, or a separate email or letter correspondence would suffice.

- f. Upon receipt of the Student Request Form (including supporting documents), the Course Manager is to meet with the student to find out further the student's intention of the request within 3 working days.
- g. Students will then be informed of the final outcome of their request within 4 weeks from the point of their request.

8. Student Code of Conduct – Academic Honesty Policy

- a. There is an expectation for students to be authors of their own work, and to acknowledge when they use other authors' words or ideas. This will be communicated to the students through the student handbook.
- b. Any examples of inappropriate use of sources or use of others' work in place of your own, will then be penalised. Failure to understand and follow protocol on academic conduct may ultimately result in a student being subjected to disciplinary actions or terminated from his/her course.
- c. Definitions

- i. Plagiarism

Plagiarism involves the incorporation by a student in an assessment, material which is not their own in the sense that all or a substantial part of the work has been copied without any attempt at attribution or has been incorporated as if it is the student's own work when it is wholly or substantially the work of another person.

Plagiarism includes the use of Generative AI tools (e.g., ChatGPT, Gemini, etc.) for completing of academic assignments.

- ii. Collusion

Student A copies Student B's work with B's knowledge.

- iii. Commission