

## REQUEST FOR TRANSFER / WITHDRAWAL / DEFERMENT

|                                                                                                |                     |
|------------------------------------------------------------------------------------------------|---------------------|
| Name of Student:                                                                               | Date of Submission: |
| Passport/NRIC No/FIN:                                                                          | Signature:          |
| Name of Parent/Guardian: <span style="float: right;">(if student is under 18 years old)</span> |                     |
| Passport/NRIC No/FIN:                                                                          | Signature:          |

### CURRENT ENROLMENT

|                           |                  |
|---------------------------|------------------|
| Course Title:             |                  |
| Course Commencement Date: | Course End Date: |

### REQUEST (PLEASE SELECT)

☐ **TRANSFER**

New Course Title: \_\_\_\_\_

Course Commencement Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_

☐ **WITHDRAWAL**, with effect from \_\_\_\_\_  
(Effective date cannot be earlier than Date of Submission)

☐ **DEFERMENT**, for \_\_\_\_\_ months, from \_\_\_\_\_ to \_\_\_\_\_  
(Allowed only once up to the maximum period of half the course duration)

Resumed Commencement Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_

### REASONS FOR TRANSFER/WITHDRAWAL/DEFERMENT

**Confidentiality Clause** All particulars and feedback provided by students are solely for the purpose of course feedback and continuous improvement. All particulars and responses are kept strictly confidential by the relevant school official and will not be made available to third parties

### For official use only:

REFUND APPLICABLE?

- ☐ YES
- ☐ NO

|                     | Name of Officer | Date |
|---------------------|-----------------|------|
| Checked by          |                 |      |
| Student informed by |                 |      |
| ICA informed by     |                 |      |
| FPS informed by     |                 |      |
| Records updated     |                 |      |

### Transfer/Withdrawal/Deferment Policy

- ☐ Applications for termination of course (withdrawal), transfer to another course within SSTC (transfer), or deferment of course commencement (deferment) must be made in writing to SSTC, using the Request for Transfer/Withdrawal/Deferment form.
- ☐ Students must provide detailed reasons for transfer/withdrawal/deferment with supporting documents if applicable.
- ☐ If the student is under any financial subsidies from third-party organisation, the student must write an official letter to the organisation and fill in necessary forms if applicable.
- ☐ Before a transfer/withdrawal/deferment request is processed, SSTC will perform checks to ensure that there are no outstanding matters (e.g. fees payable), from the student.
- ☐ Students who wish to transfer will undergo pre-course counselling and the Student Selection Process to ensure that entry requirement for the new course is met. Once an admission decision for the new course is made, the application undergoes the Student Admission Process. The transfer is approved once the Student Admission Process is completed successfully.
- ☐ Students who wish to defer will undergo counselling by the respective Programme Managers to check on the next available course intake. Once an admission decision for the new intake is made, the application undergoes the Student Admission Process. The deferment is approved once the Student Admission Process is completed successfully.
- ☐ Students are allowed to defer only once up to the maximum period of half the course duration, failing which he/she will be deemed to have withdrawn from the course and would have to re-apply as a new applicant if he/she wishes to register on the course again. The refund policy will be applicable.
- ☐ In the event where transfer or deferment request is rejected, the student may choose to continue with the current course or to withdraw from it.
- ☐ Once a request application is submitted, SSTC will review the request on a fair and reasonable ground and inform the student of the result in an official letter in no more than 3 weeks' time from the date when the request application form is submitted.
- ☐ Students are required to pay Admin Fee for Transfer/Deferment of Enrolment upon successful requests for Transfer/Deferment of enrolment
- ☐ If the Withdrawal request application is granted, the unconsumed fee of the existing course (if any) is subject to standard Refund Policy.
- ☐ If the Transfer/Deferment request application is granted, unconsumed fees of the existing course (if any) may be refunded and used to pay for the respective new course. Any excess course fees shall be refunded as per the Refund Policy.
- ☐ If additional fees are to be paid to the school, SSTC will issue an invoice or appropriate documents specifying the amount to be paid with the payment due date.
- ☐ SSTC clearly explains the implication of the status of the student's pass if international student withdraw from the school.
- ☐ SSTC takes necessary steps to inform the FPS service providers, relevant government agencies (e.g. ICA) and other relevant parties.

I have read and fully understood the Transfer/Withdrawal/Deferment Policy as stated above and would like to proceed with my request for Transfer/Withdrawal/Deferment.

Name of Student: \_\_\_\_\_ Signature of Student: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_  
(if student is under 18 years old)