

Course Transfer Policy and Procedure for Students

(Effective 31 October 2025)

Course Transfer Policy

The course transfer policy applies to all academic courses registered with SSG. Transfers into E-Learning courses are permitted, while transfers from E-Learning courses to face-to-face or blended courses are not allowed.

The course transfer policy applies when a student changes the enrolled course of study to another course offered by PSB Academy. This includes transfers between full time and part time study modes while remaining enrolled at PSB Academy.

1. Students transferring to another course will be formally assessed by PSB Academy and/or the University Partner to ensure the student meet the academic requirement of the new course. Approval is granted on a case-by-case basis subject to the admission criteria and, where applicable, university endorsement.
2. Student under 18 years of age currently or at the time of signing the Student Contract must require written consent from parent / legal guardian before the course transfer application can be processed.
3. Student under company sponsorship will require the sponsoring company's written approval before the course transfer application is processed.
4. Pre-admission counselling will be conducted, and a new Student Contract will be issued for student transferring to a new course / course major.
5. Subject to PSB Academy's approval, the fees paid for the unconsumed module(s) may be transferred to the new course. The student must top up any fee difference (if applicable). No refund will be provided for fees paid under the current course.
6. The Refund Policy and the Cooling-Off Period of ten (10) calendar days starting from and including the date of the new Student Contract apply to course transfer students and applicable only to the top-up amount.
7. Student is advised to continue attending their current course till the course transfer is successful and completed.
8. For International Student, the student pass will be re-applied under the new course. The course transfer will only take effect after ICA approves the transfer of the student's pass.

9. PSB Academy will inform student of the outcome of the course transfer application, within four (4) weeks from date of receipt of course transfer application form, course transfer fee and supporting documents.

Course Transfer Procedure

1. Student intending to transfer from a course of study must formally notify PSB Academy by completing the Course Transfer Form and submitting it to the School, along with any relevant supporting documents, where applicable.

A non-refundable and non-transferable administrative fee (stipulated in the Student Contract Schedule C Miscellaneous Fees) charged at prevailing rate applies.

2. Student under 18 years of age, either currently or at the time of signing the initial student contract, are required to obtain the consent of a parent/ legal guardian in the Course Transfer Form.
3. Student under company sponsorship will require Company's approval in the Course Transfer Form.
4. Student transferring to a new course or a different course major will have to complete a new Course Application through the Student Management System (SMS). Pre-admission counselling will also be conducted as part of the new course application process. Admission and Student policies for new student will apply.
5. Once the request for course transfer to another course is approved:
 - 5.1 Student shall sign a new Student Contract. The Student Contract for the current course shall be cancelled once the new Student Contract is signed for local student and after new student pass is approved for international student.
 - 5.2 For International Student, the student pass will be re-applied under the new course. The course transfer takes effect only upon ICA's approval.

An existing student who is issued a new contract due to the course transfer request but has their new Student's Pass application rejected by ICA, will not be permitted to proceed with the course transfer. In such situation, the new contract and letter of offer will be rescinded, and the student's admission to the course to the new course will be cancelled in the SMS.

6. For students under government course fee subsidy schemes, funding for the current course will cease upon transfer. The student and/or sponsoring company must immediately top up any funded portion of the existing course, if applicable. A new application for fee subsidy must be submitted to the funding agency for the new course. If the funding is not approved, the student and/or sponsoring company must pay the fee difference for the new course.

References:

- EduTrust Certification Scheme Guidance Document (V4.0)
- PSB Academy Student Contract V4.0
- PSBA-IMS431 Course Transfer, Deferment and Withdrawal
- PSBA-DO-W11 Work Instructions for Course Transfer after Course Commencement



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