

Course Transfer Policy and Procedure for Students

(Effective 02 September 2024)

Course Transfer Policy

The course transfer policy applies to all academic courses registered with SSG, with the exception that 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 transferring from full time to part time mode of studies or vice versa but remains as a student of the PEI.

1. A student who is transferring to another course will be officially assessed by PSB Academy and/or the University Partner to ensure the student fulfils the academic requirement of the new course. Approval for transfer will be granted on a case-by-case basis subject to the student meeting the admissions requirements of the new course and approval from the university where applicable.
2. Student under 18 years of age currently or when the initial student contract was signed, will require parent's / legal guardian's approval before the course transfer application will be processed.
3. Student under company sponsorship will require company's approval before the course transfer application is processed.
4. Student transferring to a new course / course major (with different course structure/ duration/ fee structure), a new student contract will be issued. Pre-admission counselling will be conducted.
5. Student transferring to a different course major of the same course (with no change in cohort, course duration and fee structure), addendum will be issued. No pre-admission counselling will be conducted as the requirements are deemed similar and the pre-admission counselling done at the point of current course enrolment remains applicable.
6. Subject to PSB Academy's approval, any paid balance fees from the current course may be transferred to the new course and the student will be required to top up the difference in fees (if applicable). There will be no refund of any amount of the paid fees from the current course to the student. Any course fees transferred from the current course will be indicated as "Paid" in the new student contract.
7. The Refund Policy and the Cooling-Off Period of ten (10) calendar days commencing from and including the date of the Contract is applicable to the course transfer student as per the new student contract / addendum and applicable for the top-up amount only.



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ISO 9001:2015
Cert No: 2019-0790
ISO 14001:2015
Cert No: 0115-45001-2019-0081
ISO 45001:2018



Cert No: 1527-2021-0118
ISO/IEC 27001:2013



Cert No: EDU-2-2005
Validity: 14/05/2022 - 13/05/2026

PSB Academy
Reg. No. 200704825E
20/05/2022 - 19/05/2026

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8. Student is advised to continue in the current course till the course transfer is successful and completed.
9. 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.
10. Existing course will be withdrawn from the system and FPS (purchased before 01 August 2021 and not under FPSG) will be cancelled once the course transfer process is completed.
11. 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 who wishes to transfer from a course of study is required to officially inform PSB Academy by completing the Course Transfer Form and submitting it with supporting documents, where relevant, to the School.

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 currently or when the initial student contract was signed, will require parent's / legal guardian's approval – Section B of the Course Transfer Form.
3. Student under company sponsorship will require Company's approval – Section C of the Course Transfer Form.
4.
 - a) Student transferring to a new course or different course major (with different course structure or fee structure or course duration) will have to fill up a new Course Application form. Pre-admission counselling will also be conducted as part of the new course application process. Admission and Student policies for new student will apply.
 - b) Student transferring to a different course major of the same course (with no change in cohort, course duration and fee structure), it is not required to fill up a new Course Application form and pre-course counselling is also not needed.

5. Once the request for course transfer to another course is approved:

5.1 Student under Point 4a as stated above, 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. For transfer case under Point 4b as



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stated above, the current Student Contract remains valid with an Addendum issued stating the course with the new course major.

- 5.2 For International Student, the student pass will be re-applied under the new course, together with a Student's Pass Administrative Fee at the point of course transfer application (stipulated in the Student Contract Schedule C Miscellaneous Fees) to the School. The course transfer will only take effect after ICA approves the transfer of the Student's Pass.

Existing student who is issued a new contract as a result of the course transfer request and has the new Student's Pass application rejected by Immigration and Checkpoints Authority (ICA), will not be able to proceed with the course transfer. The new contract and the letter of offer will be rescinded and admissions to the Course will be rejected in the SMS.

6. Student under government course fee subsidy schemes, the funding approved for the current course will cease. The student and/ or the sponsoring company is / are required to top up the funded portion of the existing course immediately if applicable. The student and/ or the sponsoring company is/ are required to submit a new application to the funding agency for fee subsidy of the new course if applicable. In the event the funding is not approved, the student and/ or the sponsoring company is/ are required to top up the difference in fees 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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