

Transfer_Withdrawal_Deferment policy

The following defines Victoria World Academy's Transfer, Withdrawal and Deferment Policy

a) Course Transfer Policy:

1. Should a student who is enrolled in a course at Victoria World Academy opt to transfer to another course before or after course commencement, he/she must fill-out and submit to the school a Transfer Form.
2. A parent or guardian's consent letter must also be submitted if the student is below 18 years of age.
3. This request will be subject to the Refund Policy of the school.
4. Maximum processing time will not be more than four (4) weeks from the point of student's request to informing student of the outcome in writing.
5. If the request meets transfer requirement:
 - a. A new offer letter will be issued not later than 4 weeks from the time request was submitted
 - b. Existing contract will be terminated and a new contract will be processed
 - c. Student will undergo pre-counselling, be advised on the Advisory Note and sign a new Standard Student Contract.
 - d. The Immigration and Checkpoint Authority (ICA) will be informed. Existing student pass will be cancelled and student pass for new course will be processed.
 - e. Should there be a difference between the previous and new course fees, a top-up or a refund will be processed as necessary.
 - f. A new FPS Insurance will be purchase.

b) Course Withdrawal Policy:

1. Should a student who is enrolled in a course at Victoria World Academy opt withdraw from the course before or after course commencement, he/she must fill-out and submit to school a Withdrawal Form.
2. A parent or guardian's consent letter must also be submitted if the student is below 18 years of age.
3. Student is required to pay any outstanding fee. This request will be subject to the Refund Policy of Victoria World Academy.
4. Outcome Letter will be issued to student within seven (7) working days from the date of request.
5. If the request is approved, the student pass will be collected back from the student within three (3) working days and the cancellation of student pass will be processed with ICA.

c) Deferment Policy

1. Should a student who is enrolled in a course at Victoria World Academy opt request for a deferment from the course before or after course commencement, he/she must fill-out and submit to school a Deferment Form.
2. A parent or guardian's consent letter must also be submitted if the student is below 18 years of age.
3. This request will be subject to the Refund Policy of the school.



4. There must be a valid reason, with evidence for deferment, such as:
 - i. Academic reasons
 - ii. Non-academic reasons such as personal, medical, and financial reasons
5. Deferment period:
 - i. For both academic and non-academic reasons, a maximum deferment period of three (3) months equivalent to 90 days is allowed and the student will retain hold of the student pass.
 - ii. Should the deferment exceed the allowed period, the student pass will be cancelled. A new student pass application will be processed a month prior to the student's intended return to school and will be subject to the Immigration and Checkpoint Authority's (ICA) approval.
6. Should student fail to turn up after deferment period, student pass will be cancelled and treated as an automatic Withdrawal. For International students who are the student's pass holder, the student's pass is likely to expire before the end of the course. Students will therefore need to bear additional cost to renew student pass.
7. The student will be issued an Outcome Letter notifying of the outcome within three (3) working days from the date of request.