
Transfer / Withdrawal / Deferment Policy

1. As the school only has one course and it is only offered on a part-time basis, there are no transfers for students.
 - a. The maximum processing time from students request of any transfer, withdrawal and deferment to notifying students of the outcome in writing should not exceed 4 weeks.
 - b. The School would need to obtain the student's parent / legal guardian's written consent if they are under 18 years of age.
 - c. The School will based the student requests on the following definitions: -
2. Course Withdrawal: Student discontinues all courses with the PEI
3. Deferment: Student delays or postpones the course (or modules)
 - a. Conditions for granting Course Withdrawal:
4. All outstanding fees must be settled prior to approval of request.
5. ICA will be informed by the School through the cancellation of the student pass (for student pass holders) for students who have withdrew from the School.
 - a. Conditions for granting Course Deferment:
6. Deferment is subjected to the availability of courses and modules offered. The school reserves the right to offer similar courses and modules in replacement of discontinued courses or modules.
7. The maximum period of deferment that is allowed will be 12 months (i.e., Student will need to commence the Course within this maximum period). Requests for extension can be considered on a case-by-case basis.
8. Students are to note that they will need to apply for a new student pass when re-joining the School and this is subjected to ICA's approval.
9. For refunds, the refund policy and procedure will apply, and refund request completed within 7 working days.
10. The Programme Management Executive is to ensure that they inform ICA of any changes to the status of all student pass holders. This would include the following policy guidelines: -
11. Course Withdrawal and Deferment: ICA will be informed through the cancellation of the Student Pass.
12. A new student contract and / or a student contract addendum is to be signed when deferment has been approved by the School.

Transfer / Withdrawal / Deferment Procedure

Note: There are no transfers

Withdrawal Request

- 1.1. Student to fill in the La Trobe University Discontinuation of Enrolment Form for Course Withdrawals, including submission of any supporting documents.
- 1.2. For students below the age of 18 Years Old, a written consent would need to be gotten from the parent / legal guardian.
- 1.3. Request for withdrawal will only be considered for students that do not have any outstanding payments prior to request for withdrawal and/or transfer.
- 1.4. Upon submitting the Withdrawal Request, the school will submit the request to the University.
- 1.5. Upon receipt of the University's outcome, the school will inform the student of the status of the withdrawal request via a letter or email.
- 1.6. Where the student is on student's pass, the Programme Management Executive will cancel the student pass on ICA's portal.
- 1.7. The whole withdrawal process will not take more than 4 weeks from date of request to notifying student of the final outcome.
- 1.8. Where the student is eligible for refunds, the policy and process for refunds will apply and the request completed within 7 working days.

2. Deferment Procedures

- 2.1. Student to fill in the La Trobe Leave of Absence Form for Course Withdrawals, including submission of any supporting documents.
- 2.2. Upon submitting the Leave of Absence Request, the school will submit the request to the University.
- 2.3. Upon receipt of the University's outcome, the school will inform the student of the status of the deferment request via a letter or email.
- 2.4. Where the student is on student's pass, the Programme Management Executive will cancel the student pass on ICA's portal.
- 2.5. The whole deferment process will not take more than 4 weeks from date of request to notifying student of the final outcome.
- 2.6. Where FPS needs to be extended, the Programme Management Executive will update the FPS within 7 working days.
- 2.7. The Programme Management Executive will maintain a List of Deferment.