AAS will check on student grades and prepare the schedule for students to continue their study.

Parent/Guardian signature required on change of course status form.

Student to fill in the Change of Course Status Form.

Yes

Student under 18 years old?

No

AAS will check on student grades and prepare the schedule for students to continue their study.

Student will meet the GM. All financial matters, Student Pass Status and FPS Insurance status will be discussed in their meeting. GM also assesses student situation based on AAS report on grades and new schedule. Deferment period has to be such in a way that student has to graduate within 2years from initial commencement date for full time student and within 3years for part time student.

Deferment approved?

Yes

Student agrees with schedule and costs

No

SAS will request for student to fill in and submit ICA form 16 for renewal of student visa for international students (if required).

No

Students continue their study in current course.

Yes

Student submit change of course status form to SAS

SAS will inform student on the renewal outcome by email.

SAS issue formal letter to student to effect transfer/withdrawal

SAS notify GM to terminate student in CAS system

SAS re-enroll student to the new course in CAS system

Student submit change of course status form to SAS

SAS notify GM to terminate student in CAS system

SAS re-enroll student to the new course in CAS system

A

B

Effective Date: 28-06-2011

Criterion – 4.4.2
SAS proceed with cancellation of FPS insurance for old courses within 3 working days. (Refer to Change of Protection Status of FPS Insurance – Student Deferment, Change of Course, Student Visa Rejected)

Renewal approve?

No

Student appeal and can only attend class if student visa is approved

Yes

SAS requests for copy of student pass to be filed in student folder

GM to check the accounting part in CAS system to ensure that it reflects the correct information

SAS immediately re-purchase the FPS insurance. Prints the following document: insurance certificate to student folder, proposal and confirmation slip to FPS insurance folder, debit note to accountant

SAS prepares the student contract reflecting new course including the fees involved based on GM and student meeting.

SAS sends the new student contract and FPS insurance certificate to student via email

SAS explains the contract clauses to student including the maximum refund within 7 days cooling off period. Any amendment have to be acknowledged by both parties

AAS informs all the relevant HODs and lecturers about the student’s deferment by email

Student and SAS sign on both copies of the student contract in the presence of witness. One copy of original student contract is submitted to SAS to be filled in the student folder. The other copy is retained by student. Proceed with the cancelation of student contract

Student attends new class

Effective Date: 28-06-2011
Criterion – 4.4.2