Title : Student Campus Transfer Procedure

Student express intention to transfer to another SAE campus

Academic admin services will check on student grades

Student meets with GM. GM checks student information such as payment details, attendance, and grades through CAS. GM explains all matters relating to transfer including amount of fees to be transferred to other campus, status of student pass and FPS Insurance status. Meeting will be documented in Meeting Form

Is student confirm to Transfer?

- Student confirm to Transfer?
  - Yes
  - No

  - Is student under 18 years old?
    - Yes
    - Parent/Guardian signature required on change of course status form
    - No

  - Student submit change of course status form, proof of acceptance in other SAE Institute Campus.
  - SAS prepare a letter that state the amount of money transferrable to another campus and carry out the student contract termination
  - AAS prepare student transcript and get General Manager signature and company stamp and give it to student and send a copy to another SAE Institute campus.

  - Upon receipt of invoice by HQ, Student admin services will prepare telegraphic transfer slip and present to GM for approval and signature

Student makes application to the SAE Institute campus they want to transfer to

Coordination between both SAE Institutes, such as checking student data, attendance and existing grades

Other SAE Institute makes an offer to accept the student

Student continues with the current course in the current campus

Parent/Guardian signature required on change of course status form

Yes

No

Student confirm to Transfer?

Is student under 18 years old?

Yes

Parent/Guardian signature required on change of course status form

No

Student continues with the current course in the current campus

Student submits change of course status form, proof of acceptance in other SAE Institute Campus.

SAS prepare a letter that state the amount of money transferrable to another campus and carry out the student contract termination

AAS prepare student transcript and get General Manager signature and company stamp and give it to student and send a copy to another SAE Institute campus.

Upon receipt of invoice by HQ, Student admin services will prepare telegraphic transfer slip and present to GM for approval and signature

SAS Issue formal letter to student to effect transfer/withdrawal

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International Student?

Yes

SAS proceeds with cancellation of student pass by SOLAR system

No

Student Admin services proceed with cancellation of FPS Insurance (Please refer to cancellation of FPS Insurance flow chart)

Student admin services update FPS file 1 for CPE submission

After student pass cancellation acknowledgement is out, SAS will send it to student via email.