

## Transfers and/or Withdrawal Policy

Beacon has a fair and reasonable transfer and/or withdrawal policy:

In line with CPE guidelines, withdrawal from Beacon can be categorised either under **“Withdrawal with Cause”** or **“Withdrawal without Cause”**. A student enrolled on our courses is required to sign a Standard PEI-Student Contract that explicitly describes the terms and conditions for these two categories of withdrawal.

Students applying for transfer from Beacon to another institution during the term will be considered as a withdrawal under “Withdrawal without Cause”. Refund will be handled according to the Refund Policy stated under section 2.7 Refund Policy. Students applying for transfer between courses within Beacon will be regarded as withdrawing from the initial course entirely and therefore need to apply for the new course afresh. The usual miscellaneous and students’ pass fees will apply. Nevertheless, any difference of fees between the initial and new courses will be refunded to the students or credited to the next course.

A student who withdraws from his course will be deemed to have left the school and will be required to return his Student’s Card and ICA Student’s Pass (for international students) to the Admin Department within 14 days of notification. Application for withdrawal is subject to Beacon school’s approval and refund is subject to the refund policy in clause 2.7.

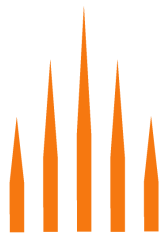
**The table below summarises the key aspects of the transfer / withdrawal policies:**

	Transfer	Withdrawal
Circumstances in which request will be granted	The (new) course is being run and has vacancies.	Admin Staff to interview student first and report to Admin Manager
Additional fee payable	May incur FPS Escrow or Insurance provider Transfer fee	NA
Status of student pass	Apply for a new student pass for student	Cancel the existing student pass.
Condition for refund	Balance of student’s money can be transferred to a new course. But the 7-day cooling-off period does not apply	Not more than [13] days before the Commencement Date. Refer to section 2.7 regarding refund policy.
Time frame for processing	<b>2 weeks</b>	<b>2 weeks</b>

### **Withdrawal Period**

A student may withdraw from a course prior to its commencement with a written notice (or the “Transfer/Withdrawal Form”) to the school. Refund is subject to the refund policy in clause 2.6.

During the academic term, requests for withdrawal of study from the school will be accepted. Refund is subject to the refund policy in clause 2.6.



## Transfers and/or Withdrawal Policy

### Counseling

Before submitting the withdrawal form, students are strongly advised to speak to their mentors, course counsellors or course managers for any academic issues. They may also see the Student Counsellor for guidance on financial and personal problems.

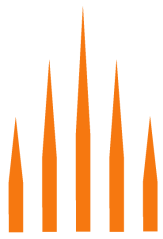
### Submission of Transfer/Withdrawal Forms

Transfer / Withdrawal forms can be obtained from the Admin Office. Students must complete the forms and submit them personally at the Admin Office together with their Student Card and ICA Student's Pass. Processing of withdrawal application usually takes 2 weeks. The Admin Staff assist students with letters to certify that they were students of the school when requested.

### Transfer to Other Course in Beacon

'Transfer' refers to a case where a student desires to change the course of study but remains a student of Beacon. A student may request a transfer to another course within Beacon. The school allows students to transfer from one course to another within the school upon payment of the FPS Escrow Provider's administrative charges for course transfer fee. The FPS Escrow or Insurance Course Transfer Fee will be imposed by the FPS service provider **each time** students request for a course transfer. The FPS Escrow Provider's administrative charges for course transfer fee will be imposed each time students request a course transfer if the student is under the FPS Escrow scheme. For students under the FPS Insurance scheme, no transfer course fee will be charge by the FPS Insurance Provider. However, the Insurance Premium will not be refunded to the student. Beacon will terminate the existing FPS Insurance coverage and purchase a new FPS Insurance coverage for the new course. For an approved transfer request, Beacon will terminate the original Standard PEI-Student Contract and sign a new Standard PEI-Student Contract with the student.

Should a student transfer from course X to another course Y, and then withdraw from course Y during the 7-day cooling-off period, this is treated as a withdrawal from the original course X.



## **Transfers and/or Withdrawal Policy**

### **Transfer to Other Course in Beacon**

A student who request for transfer to another course within Beacon School of Technology, is deemed to have withdrawn from the course and the provisions of the Refund Policy shall apply unless otherwise agreed between the school and the Student. The student must submit a “Transfer/Withdrawal form” to the School.

### **Withdrawal from a Course in Beacon**

‘Withdrawal’ refers to a case where a student is no longer a student of Beacon and his/her Standard PEI-Student Contract is terminated. Beacon allows students to withdraw from a course upon approval from the management. Any refunds will be processed in accordance with the Fee Refund Policy. A transfer to another school is regarded as a withdrawal from Beacon. The student is deemed to have withdrawn from the course and the provisions of the Refund Policy shall apply unless otherwise agreed between the school and the student. If the student is below 18 years of age, the parent or guardian’s approval for the transfer / withdrawal will be required.