

Transfers and/or Withdrawal Procedure

Beacon has transfer / withdrawal procedures which are aligned with the transfer / withdrawal policy to execute any transfer or withdrawal request. The school's procedure for withdrawal/transfer to **another school** is as follows:

- a. When the student fills out a Transfer / Withdrawal form to request withdrawal, the Admin Staff hands the Transfer / Withdrawal Form to one of Beacon's Education Consultants, who will talk to the student to find out why he wants to withdraw.
- b. If the student does not want to change his intention, the Education Consultant will inform the Director (General), who will interview the student to understand his/her situation and to administer the end course survey (if necessary).
- c. The Director (General) passes the case to the Admin Mgr/Admin Staff with instructions, if any, for processing.
- d. The Admin Mgr/Admin Staff attends to the various withdrawal matters including:

Issuance of Formal Letter to inform Student of Transfer / Withdrawal Status

Students are required to acknowledge and sign the Transfer / Withdrawal forms before Beacon processes the applications. For approval, students are informed about their Transfer / Withdrawal status via email, telephone call or verbally. Beacon will issue a formal letter to inform students of the status of their Transfer / Withdrawal requests.

Cancellation of Student Pass

Once a transfer / withdrawal application has been approved, Beacon will proceed to cancel FPS escrow or insurance, cancel student's pass at ICA (international students) and indicate in FPS file to update CPE of the student's status on a monthly basis.

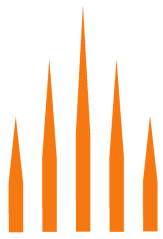
The Student's Pass is not transferable and will expire when the student ceases to be a student of the school. The School will inform ICA of the students' withdrawal or completion of the course at the school by cancelling the Students' Pass of the student via the ICA's SOLAR+ system. The student shall return his/her Student's Pass to the school or ICA within 14 working days.

Termination of Standard PEI-Student Contract

For an approved transfer course request, Beacon will terminate the original Standard PEI-Student Contract and sign a new Standard PEI-Student Contract with the student. A student who transfer to another school will be deemed as withdrawn and his/her Standard PEI-Student Contract will be terminated.

Informing the FPS Provider

The Admin Mgr/Admin Staff informs Beacon's FPS provider of the students' status. For Transfers and/or Withdrawal cases that require refunds, the Admin Mgr/Admin Staff fills



out and submits the forms and documents required by the FPS escrow account provider (if the student is on the escrow scheme) within 3 working days to refund the fees to the student. The FPS escrow provider will refund the money directly to the student. For FPS Insurance, Beacon will cancel the FPS insurance (if necessary) and refund the fee directly to the student.

Refunding the student (if necessary)

Refer to refund policy and procedure in the next Section.

Issuing Students' Attendance Records (if applicable)

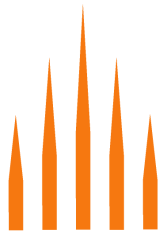
For students who have withdrawn and wish to transfer to another school, the Admin Mgr/Admin Staff will issue the attendance records of the students to ICA via the SOLAR+ system and issue the attendance record to the student.

The school's procedure for transfer to another course within the school is as follows:

- a. When a student fills out a Transfer / Withdrawal Form to request transfer, the Admin Staff hands the Transfer / Withdrawal Form to one of Beacon's Education Consultants.
- b. The Education Consultant will discuss with the student the reasons for his decision to transfer, and explain to the student the implications for his student's pass, etc. The student is invited to decide how he wants to proceed, whether to:
 - stop temporarily and start again later in his new course, or
 - maintain his current course and simultaneously apply for a new student's pass for the new course.

If the student wishes to stop temporarily:

- a. The Education consultant will inform the Director (General), who will interview the student to understand his/her situation.
- b. The Director (General) passes the case to the Admin Mgr with instructions, if any, for processing.
- c. The Admin Mgr, working with an Admin Staff, attends to the various transfer matters including:
 - Issuance of a letter to the student to effect the transfer.
 - Cancellation of the current student's pass and applying for a new pass.
 - Termination of the existing Standard PEI-Student Contract and issuance of a new Standard PEI-Student Contract.
 - Informing the FPS escrow or insurance provider of the student's status (if the student is under the FPS scheme).
 - Transferring the student's FPS escrow account to the new course and carrying over unused fee, and calculating how much to top up, etc (if student is under the FPS scheme).



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On the other hand, if the student wishes to maintain his current course and simultaneously apply for a new student's pass for the new course:

- a. The Education Consultant informs the Admin Mgr/Admin Staff to apply via ICA's SOLAR+ system for a new student's pass based on the new course to which he/she has transferred.
- b. The Admin Staff issues a new Standard PEI-Student Contract signed by the Director (General), with translation in the student's native language (if necessary).
- c. The student signs the Standard PEI-Student Contract.
- d. Once the new student's pass has been approved, the transfer takes place. The Admin Mgr / Admin Staff inform the FPS escrow or insurance provider and indicate in the FPS file to update CPE of the student's status on a monthly basis. The Admin Mgr, working with an Admin Staff, attends to the various transfer matters including:
 - Issuance of a letter to the student to effect the transfer
 - Termination of the existing Standard PEI-Student Contract and issuance of a new Standard PEI-Student Contract.
 - Informing the FPS escrow or insurance provider of the student's status (if the student is under the FPS scheme).
 - Transferring the student's FPS escrow account to the new course and carrying over unused fee, and calculating how much to top up, etc (if the student is under the FPS escrow scheme). For students under the FPS Insurance scheme, the existing FPS Insurance COI is cancelled and a new COI is purchased with the new course name.

In both cases, if additional fee payment is required:

- a. Under the FPS escrow scheme, the Admin Mgr/Admin Staff applies for a new FPS escrow bill reference number and provides the student with a confirmation letter and a fee payable list that states his/her FPS escrow account information, and payment instructions. Under the FPS insurance scheme, the Admin Mgr/Admin Staff issues a fee payable to the student to make payment directly to the school's operating account with additional insurance coverage.
- b. Under the FPS escrow scheme, the student makes payment to the designated FPS escrow account and Bill Reference Number by TT, bank draft, ATM transfer, personal cheque, cashier's order or money order. The student gives a copy of his/her payment record to Beacon's Admin Staff who will file a copy of the payment record. Under the FPS insurance scheme, the student makes payment to the school's operating account by cash, TT, bank draft, ATM transfer, personal cheque, cashier's order or money order. For cash, cheque or ATM transfer payments, the Admin Mgr/Admin Staff purchases the student's FPS insurance policy (COI) on the same day of payment. For Bank Telegraphic Transfer of payment, the Admin Mgr/Admin Staff purchases the student's FPS insurance policy (COI) within 3 days of the payment credited date.
- c. The School's Finance Department confirms receipt of funds, and the Admin Mgr/Admin Staff issues a receipt for the payment received.