

COURSE TRANSFER POLICY AND PROCEDURE

COURSE TRANSFER POLICY

The course transfer policy applies when a student changes the enrolled course of study to another course offered by Singapore Media Academy. This includes transferring from full-time to part-time mode of studies or vice versa.

1. Transfer between Academy courses:
 - a. Students are allowed to transfer between courses in the Academy once.
 - b. Course transfer requests will not be granted after a student has completed 50% or more of his/her current course unless there are strong and convincing extenuating circumstances.
 - c. Students who wish to do a course transfer from their enrolled course to a new course are required to notify the Academy in writing by completing the "Request for Transfer of Course Form" stating clearly the reason(s) for transfer.
 - d. Verbal notices will not be accepted. Students who wish to transfer to another course shall be subject to the new course's entry requirements. An administrative fee of S\$50 (subject to prevailing GST) is to be made payable together with the submission of form.
 - e. Singapore Media Academy will inform student the outcome through formal writing, within four (4) weeks upon receipt of the course transfer application, with supporting documents and proof of payment.

2. Transfer to another Institute
 - a. The Withdrawal Policy shall apply when a student is transferring to another Institute. An administrative fee of S\$50 (subject to prevailing GST) is to be made payable together with the submission of "Request for Transfer of Course Form".
 - b. A counseling session between the student and the Vice-President, Student Affairs will be held to understand the student's reasons to transfer to another Institute.
 - c. Singapore Media Academy will inform student the outcome through formal writing, within four (4) weeks upon receipt of the course transfer application, with supporting documents and proof of payment.

COURSE TRANSFER PROCEDURE

1. Students who wish to do a course transfer from their enrolled course to a new course are required to notify the Academy in writing by completing the “Request for Transfer of Course Form” stating clearly the reason(s) for transfer.
2. An administrative fee stipulated in the Student Contract Schedule 2.2 Miscellaneous Fees is applicable for all transfer requests. The administrative fee is non-refundable and non-transferable.

Note: For information on the new course, students are advised to look for our Recruitment Staff if required.

3. For students under 18 years of age, a written approval to transfer from their parental/guardian must be submitted together with the Request for Transfer of Course Form.
4. For students transferring to a new course, students are required to fill in the new course application form. Pre-admission counselling will be conducted as part of the new course application process.
5. For students transferring mode of study with the same course structure, fee structure and course duration, no pre-admission counselling will be conducted as the requirements are deemed similar and the pre-admission counselling done at the point of current course enrolment remains applicable.
6. For students transferring mode of study with the same course structure, but different fee structure and course duration, pre-admission counseling will be conducted as part of the new course application process.
7. Once the request for course transfer to another course is approved,
 - 7.1 The student shall sign a new Student Contract and the existing Student Contract for the course that the student was enrolled into shall be considered as being terminated upon the new Student Contract being signed.
 - 7.2 A new Fee Protection Scheme (FPS) policy will be purchased for the new course; the Fee Protection Insurance of the existing course will be terminated with the insurance provider and a new insurance policy will be purchased for the new course.
 - 7.3 Refund of any remaining fees from the existing course to be transferred to the new course is subjected to the Academy’s Refund Policy. Student will have to top up any difference in fees (if any); upon signing the new Student Contract for the new course.
 - 7.4 For international students transferring to another course within the Academy, they will need to submit the Student’s Pass application together with the Request for Transfer of Course Form (upon payment of administrative fee).
 - a. The new student’s pass application will be processed once the new contract has been given to students.
 - b. The student’s pass processing fee, S\$30 has to be submitted together with the Request for Transfer of Course Form. The remaining fee, S\$90 (issuance of the STP and *multi-journey visa) will have to be paid to ICA directly upon approval.

**only for countries that requires visa*

- c. For courses that do not commence immediately, their Student's Pass will be processed 6 weeks before the new course commences.
8. For students who are under funding schemes (WSQ, SSG), the funding approved for the current course will cease. The student and/or their sponsoring company are responsible to top up the funded portion of the current course in the event the funding is ceased. The student and/or their sponsoring company are responsible for the requirement to submit a new application for funding for the new course. In the event the funding is not approved, the student and/or their sponsoring company are required to top up the difference in fees for the new course immediately.
9. Singapore Media Academy will inform student the outcome through formal writing, within four (4) weeks upon receipt of the course transfer application, with supporting documents and proof of payment.