

Educare Global Academy Course Transfer Request Form

Please read the following instructions and notes carefully.

All requests for course transfer must be accompanied by the **completed** Course Transfer Request Form and supporting documents for submission to the Student Services department. No verbal requests by students will be accepted. Students under 18 years of age must seek parental/guardian's approval prior to processing course transfer request.

Course transfer is defined as:

- 1. A student who requests for an internal course transfer within the Educare Global Academy must have their existing contract terminated, and a new student contract will be signed based on the procedures for executing student contracts.
- 2. A student who transfers from their current enrolled course to another course within Educare Global Academy will be deemed to have withdrawn from the course and refund policy shall apply unless as otherwise agreed between Educare Global Academy and student.
- 3. Student seeking for course transfer must fulfill all admissions criteria of the new course and is subjected to Educare Global Academy's student selection and admission procedures.

Student will be notified of the course transfer outcome within 4 weeks since receipt of request.

Full Name	Date of Birth
Nationality	NRIC/ Passport No.
Telephone No.	Email
Address	
Section B: Current Cours	se Details n the following course (please tick):
Short Courses	Full-time Courses
	Foundation Course in International Hotel and Tourism
Certificate of English	Management
□ Beginner	☐ Diploma in International Hotel and Tourism Management
□ Advanced	☐ Advanced Diploma in International Hotel and Tourism
Intermediate	Management
	☐ BSc (Honors) International Hospitality Management (Awarded
	by Ulster University)
Are you receiving any fo	rm of grant for the current course you are enrolled in? ☐ Yes ☐ No
Please provide reason(s)	for course transfer:



	etails owing course (please tick):
Short Courses Certificate of English Beginner Advanced Intermediate	Full-time Courses Foundation Course in International Hotel and Tourism Management Diploma in International Hotel and Tourism Management Advanced Diploma in International Hotel and Tourism Management BSc (Honors) International Hospitality Management (Award by Ulster University)
Section D: Student Decla	ration
course transfer will lead to required to sign a new St. If I am an international st responsibility to seek ad possible impacts to my St.	rmation provided is true and understand that refund is subject to Educa
 Student's Signature, Date:	Parent/ Guardian's Signatur Date:
	Date:
Date:	Date: se only Student pass cancelled on by
Date: Section E: For Internal Use Any refund fee involved? ☐ Yes, amount refu ☐ No	Date: See only Student pass cancelled on by Inded: by
Section E: For Internal Us Any refund fee involved: Yes, amount refu No	Student pass cancelled on by
Section E: For Internal Us Any refund fee involved: Yes, amount refu No	Student pass cancelled on by Student pass cancelled on by (date) (name) FPS cancelled on by (date) (name)
Section E: For Internal Use Any refund fee involved? Yes, amount refunction No	Pate: Student pass cancelled on by nded: by FPS cancelled on by (date) (name) nd approved, based on the application, and supporting documents received: