

Step by Step Process for Course Transfer Procedure

1. Student requests for course transfer

If any students have the intention to have a transfer of course in ERC Institute, the students will have to either speak to the respective staff of the SSD department.

2. Brief student on implications to student pass, fees and conditions to grant the course transfer

The respective SSD staff would then brief the students on any implications that might occur and they are;

- 1) Student pass issues – New student pass application? Possibility of rejections?
- 2) Course fees issues – Any change to course fee? Increase/decrease?
- 3) Miscellaneous fees issues – Any additional miscellaneous fees incurred?
- 4) All outstanding fees must be settled prior to request for withdrawal and/or transfer
- 5) Student to fill in Course Transfer Form, including submission of any supporting documents and adhering to the process as stated in the Course Transfer and Withdrawal Procedures.

If the student is under 18 years old, a parent/guardian must be present for the consultation and any doubts/questions must be duly clarified.

3. Student still wishes to transfer course?

Student had to determine their course transfer after the consultation on the implications that might occur by the SSD staff that had been arranged.

(A) If yes, student still determine to transfer course after the consultation on the implications that might occur, the respective SSD staff would then request for student to complete the Course Transfer Form and conduct pre-course counselling with the student and it should minimally cover the areas.

If no, the process ends here and no actions will be taken by ERC Institute.

4. Student decides to proceed with course transfer?

Student has to determine their course transfer after the pre-course counselling by the SSD staff that had been arranged.

(A) If yes, a 'Course Transfer Form' must be duly completed by student and submitted to ERC Institute for further processing. Process continues to step 5.

If no, the process ends here and no actions will be taken by ERC Institute.

5. Student under 18 years old?

Student under 18 years old:

(A) If the student is under 18 years old, a parent/guardian must acknowledge on the 'Course Transfer Form' or provide a formal letter of consent before it is submitted. Any course transfer request that has no acknowledgement will be rejected and no further actions will be taken.

Student above 18 year old:

(B) If the student is above 18 years old, Registrar to determine if the course transfer has been approved.

1. If yes, the process in the Pre-course Admissions Manuals will follow.
2. If no, the student will be informed of the rejected and an appeal may be made by the student. The student may submit another request for the course transfer and any form/related documents is passing to Student Records for filing purposes. The process ends here.

The whole course transfer process should not take more than 4 Weeks, from date of application to notifying student of final outcome.