
Transfer Policy

The school facilitates students' transfer to other schools under the following conditions:

- (1) If they attained a minimum of 90% attendance rate. This is to satisfy ICA requirement; and
- (2) If they have paid all outstanding fees and do not have any arrears in their payment.

PROCEDURES:

The following procedures are strictly to be followed in order to initiate a transfer:-

- (1) Student to approach the Front Office to complete the **Post-Enrolment Withdrawal Form** and to submit his/her student pass and transfer form to the Student Service Executive;
- (2) The school will check on the student's attendance records and ensure that there are no outstanding fees owing by the student;

Transfer Policy

(Continued)

- (3) The Student Service Executive will arrange an appointment for the student to meet the Academic HOS for counseling session;
- (4) In the meanwhile, the School will contact the student's parent/s to inform and seek their formal consent to the transfer;
- (5) Parent's formal letter of consent to transfer and to absolve EASB's responsibilities for any disruption to the child's study in Singapore is required;
- (6) Upon confirmation by the parent to the transfer, the school will arrange for the cancellation of student's pass while processing the transfer via ICA Solar+ System or hardcopy V36A form (where applicable);
- (7) EASB will not be responsible for the failure to renew their student pass or disruption to their studies.