FLOWCHART: STUDENT COURSE TRANSFER PROCEDURE

Course Transfer Request Form / Refund Request Form

Pre-course Counselling Form

START → Student to fill up Course Transfer Request form and Refund Request Form (if applicable) → Admission Executive to meet up with student → Conducting of Pre-Course Counselling (Admission Executive)

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Approval of Course Transfer by Management (CEO / Principal)

Course Transfer Request Form

Issuing Notification to Effect or Reject Course Transfer Request (Admission Executive) ←

Notification for Course Transfer Request

Review of Course Transfer Procedure (Designated Independent Internal Auditor / Process Owner) → **END**

IPRAA Report / Internal Review Form