Transfer / Withdrawal Procedure

```
Start
```

Student intends to withdraw

NOTE: A student who transfer from the course to another course within ATTC shall be deemed to have withdrawn from the course

Is student still within 7 working days cooling off period?

— Yes → **Student notifies college on his withdrawal**

— No ↓

Student to complete and submit ATTC withdrawal form

Student's notification forwarded to Finance Department to process refund

Registrar to process withdrawal application and approve accordingly

Student informed to collect refund cheque once ready

Notify FPS service provider within 3 working days

Is student an international student?

— Yes → **Student pass cancellation via ICA** → **Cancellation approved** → **Print disembarkation slip to student** → End

— No → End