

In certain circumstances ICS may recommend, or a parent may request, transfer of a student up or down a grade level from the enrolled grade. This is applicable only to students in junior kindergarten up to grade 8 students if:

- The student is not progressing in the current grade level
- The student is performing at a higher level than offered in the current grade level

If the parent makes a request for a transfer, the principal and teacher will meet with the parents and inform the parents of their decision within 21 days. If the parent accepts the recommendation, a new contract will be issued. Contract signing will serve as the parents acceptance of the transfer. Fee Protection Insurance will be updated as needed. If the parent does not accept the transfer recommendation, they will be refunded the full re-enrollment fee (if applicable). Current term fees will be refunded as outlined in the ICS refund policy. The refund will be processed within seven (7) working days.

Transfer Procedure (contact the business office for more detailed step-by-step information):

1. Recommendations are received from the teacher or parent to administration in writing.
2. Students are given academic assessments as needed.
3. Principals and teachers evaluate the information and make the transfer decision.
4. Parent are informed of the decision within 21 days of the original request.
5. Parents who accept the decision sign a new student contract. Fees and associated invoices are adjusted as needed. Parents who do not accept the decision may receive a refund as stipulated in the ICS refund policy.

Parents of a student transferring between courses (grade levels) are required to execute a new student contract. Particular attention must be paid to any changes in fees or terms and conditions as listed in the contract. Any changes will be explicitly explained to the parents before a new contract is signed.

CHANGE HISTORY
Process Owner: Admissions Director
Approving Authority: Business Manager

Version	Description of Change	Effective Date	Location of Change Approval
1	Initial Release	14 Nov 2018	Admin meeting minute for 14 Nov 18