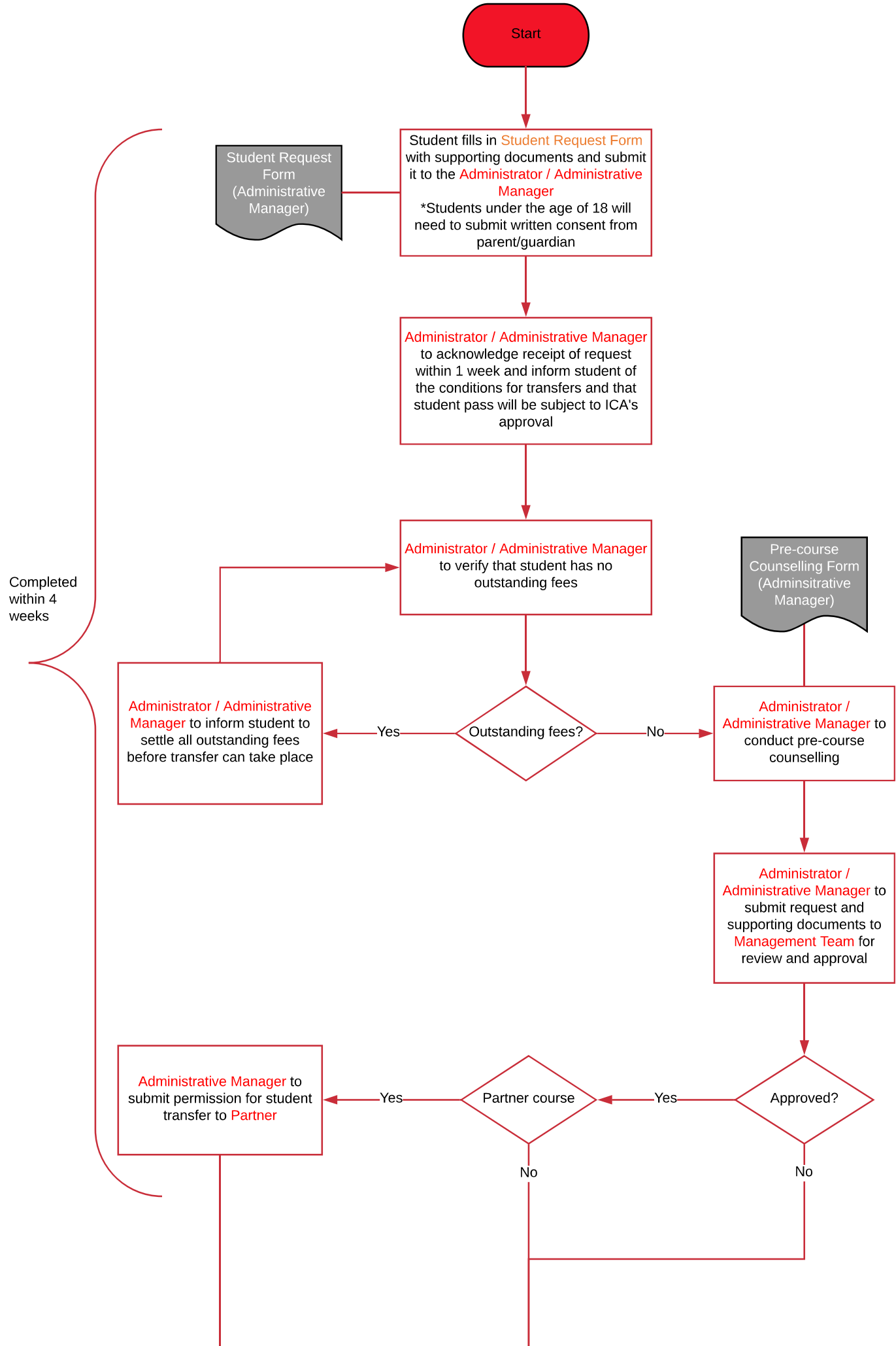
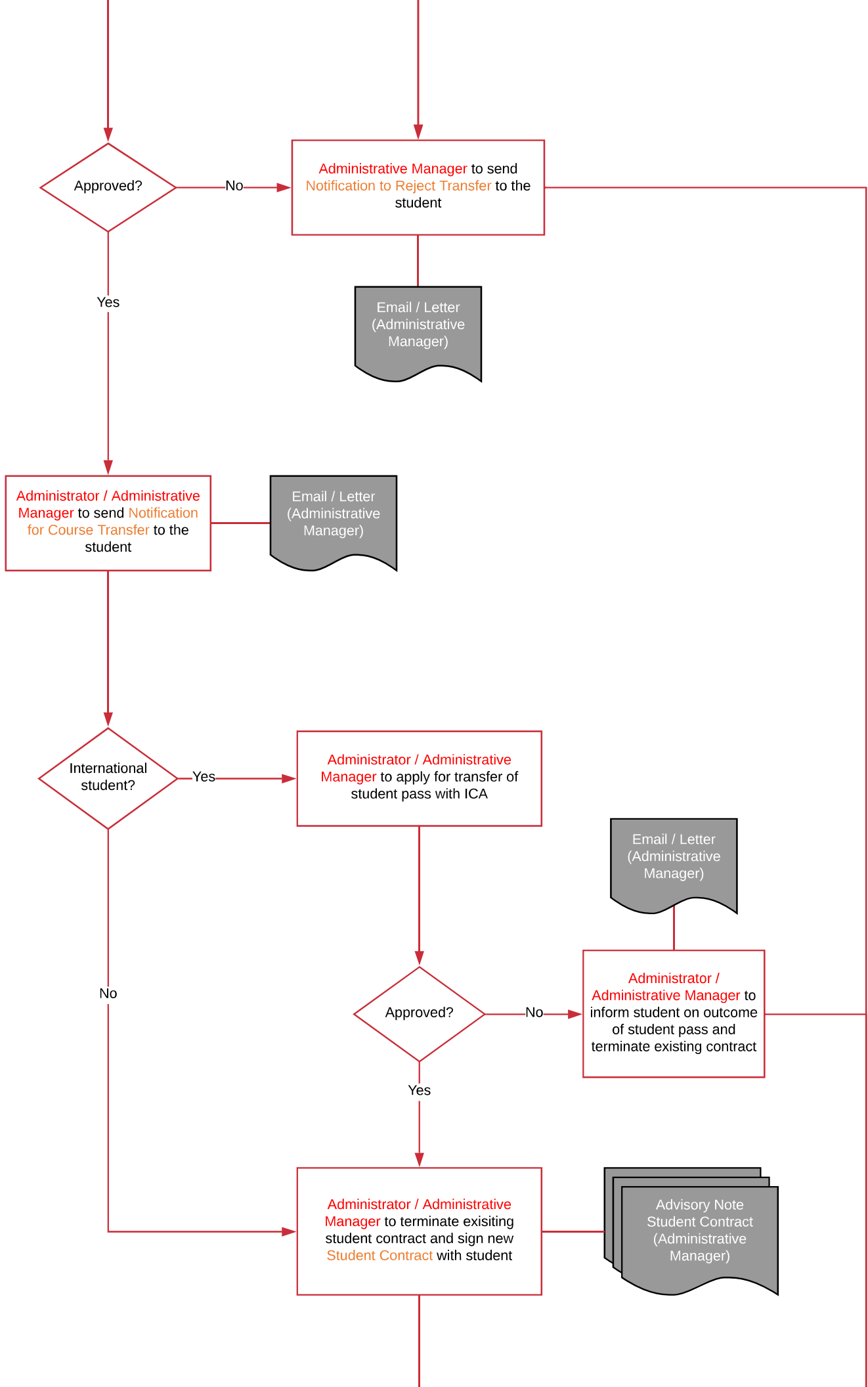
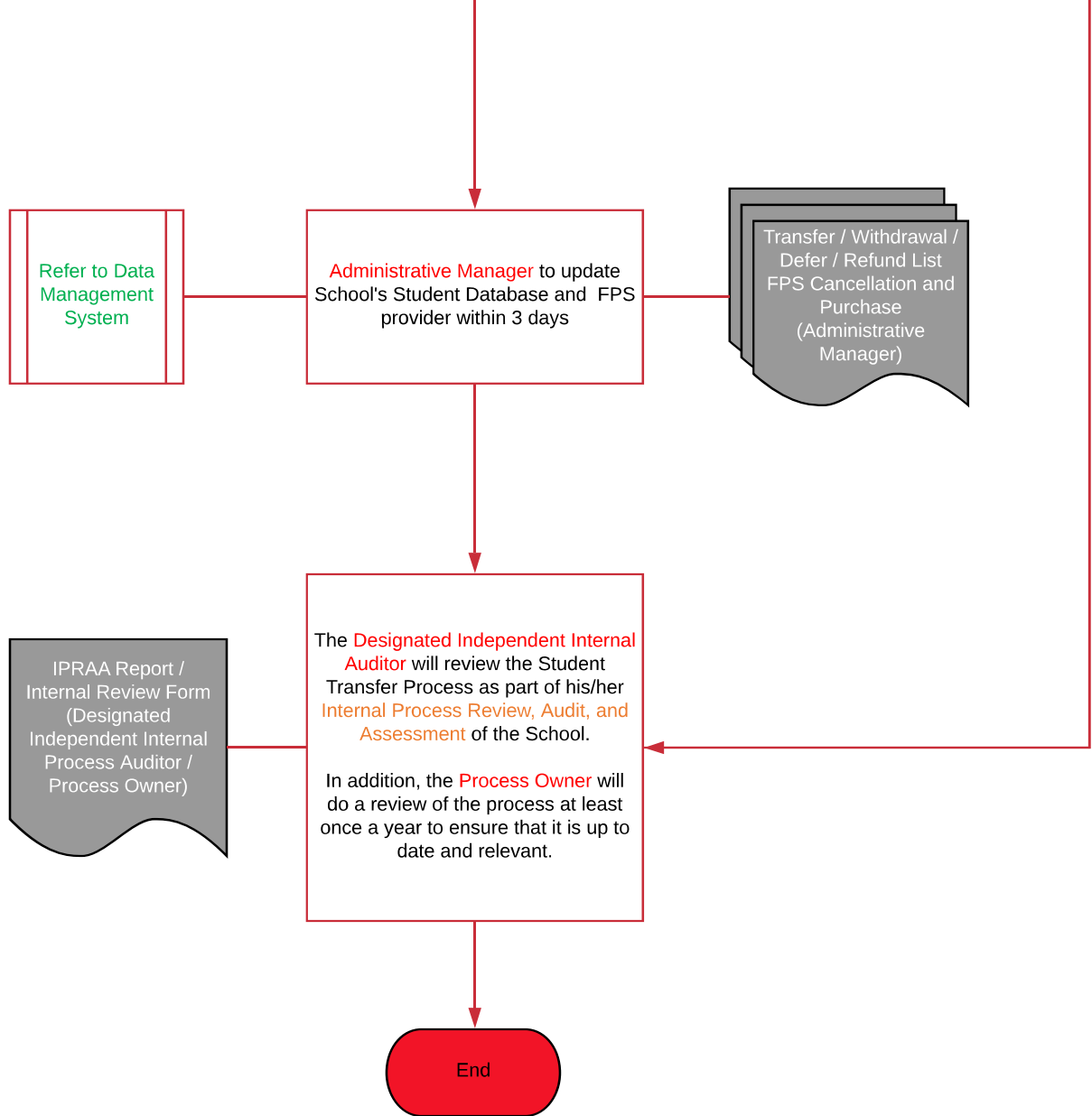


C4.4.1 Student Transfer







Refer to Data Management System

Administrative Manager to update School's Student Database and FPS provider within 3 days

Transfer / Withdrawal / Defer / Refund List FPS Cancellation and Purchase (Administrative Manager)

IPRAA Report / Internal Review Form (Designated Independent Internal Process Auditor / Process Owner)

The Designated Independent Internal Auditor will review the Student Transfer Process as part of his/her Internal Process Review, Audit, and Assessment of the School.

In addition, the Process Owner will do a review of the process at least once a year to ensure that it is up to date and relevant.

End