

Insworld Institute Transfer of Course

While we try to make sure before your course starts that you are doing the right subjects at the right level, we understand that after some time you may have doubts that the course you are enrolled to study is the best option for you.

If you feel your programme is not right for you, for any reason, please tell us. Speak to your personal tutor or speak directly to the Principal. Please let us know what is wrong, and we will have discussions with all interested parties to work out the best solution. We believe that every student should be enrolled on the programme, which is most appropriate for their abilities and requirements, and in principle, we will always try to accommodate any request from students or their parents to transfer to a different Insworld programme.

To transfer to a different Insworld programme, you will have to have approval from the Principal and the Head of Admissions. You will need to sign a new Student Contract, and if you are a Student's Pass holder you will need to apply for a new Student's Pass. You or your parent(s)/guardian(s) must also agree a new payment schedule for fees, and pay any extra costs incurred enabling your transfer of course. Any changes in the cost of the course will be managed by the Accounts Manager, as set out in the terms of the Insworld Refunds Policy.

Full details of the transfer procedure are available on the school website.

Insworld Institute Withdrawal of Course

If you wish to withdraw from your contracted course at Insworld Institute, for any reason, we ask that you speak to the Principal or the Director of Admissions before making a final decision. We want to ensure that you are aware of the educational and financial implications of withdrawing from your course.

To withdraw from your contracted course at Insworld Institute, you must complete and submit a Withdrawal of Course Form. This must be signed by your parent/guardian(s) if you under 18 years of age.

Within fourteen (14) working days of the school's receiving your Withdrawal from Course Form, the school will notify you by email that you have been deemed to have terminated your Student Contract on a specific date, and that you have been removed from the course from that date.

You will be issued with a Certificate of Attendance, showing the dates of your studies at Insworld Institute and your attendance record (expressed as a percentage). Any refund of fees that may be payable will be processed according to the Insworld Institute Refund Policy. This process applies to withdrawals initiated by the student. The full Withdrawals Policy is available from the school website.

If the school decides to dismiss a student for disciplinary reasons, including poor attendance or non-payment of fees, the process will be managed according to the terms of the Insworld Attendance / Code of Conduct.

Insworld Institute Deferment of Course

Insworld allows students to defer the start of their contracted course by a period of up to one year. Please note that you can only defer a course before it has started. If the course has already begun, you cannot defer entry.

If you wish to defer entry before the beginning of a course, please submit a Deferment Request Form, to be signed by your parent/guardian if you are under 18 years of age.

The School Management will consider your request, taking into consideration your circumstances and any extenuating factors. You will be informed of the School Management's decision within fourteen (14) working days.

If your deferment is approved, your Student Contract will be cancelled.

Any refund of fees will be managed according to the terms of the school's Refund Policy. When you return to the school to begin your course, you will have to sign a new Student Contract, apply for a new Student's Pass (if you are an overseas student) and agree a new fee payment schedule with the Accounts Manager. You will not need to pay a new application fee. The full Deferment Policy is available on the school website.