



## Part 13 Permanent Class Swap Policy

### 永久换课政策

For students who need to make a permanent class transfer due to specific reasons (limited to changing class times within the same grade level), each student has one opportunity to make this transfer starting from the time of payment (as long as they are not in a locked position) up until two weeks after the term begins. Once payment is made, permanent transfer requests must be submitted through the Student Web School APP.

To avoid disruption to the regular teaching schedule, permanent transfers will not be processed after the first two weeks of each term.

对于由于某种原因，需要永久转班(仅限同年级换上课时间)的学生，每人有一次机会从缴费并未处于锁位状态开始，直至学期开学后两周内进行同年级调班。一旦缴费，永久转班申请必须通过学生网校的APP进行。

为了不影响正常的教学秩序，每学期开学2周以后将无法办理永久转班。



## How to apply for a same-level permanent class switch?

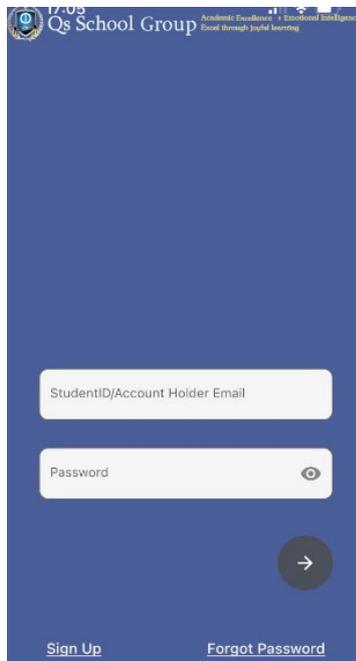
➤ Please scan the code below to download the Qs School APP.

请根据下面扫码下载Qs School APP



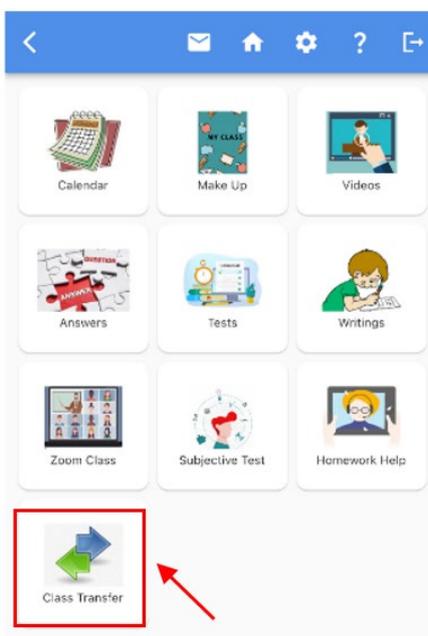
### Step 1

Log in to the Qs School APP using your student ID and password.  
通过学生 ID 和密码登录进入 Qs School APP



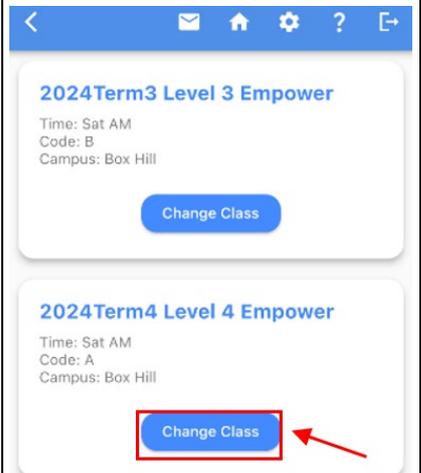
### Step 2

Please click on 【Class Transfer】.  
请点击【Class Transfer】



### Step 3

Enter the permanent class transfer page.  
进入永久换课的面





**Step 4**

Click **【Change Class】** to enter the page for selecting other time slots. After selecting the time slot for the permanent adjustment, click **【Select】**. Once you confirm the operation, the permanent class transfer will be complete

点击**【Change Class】**，进入选择其他时段的页面，选择需要永久调整的时段后，点击**【Select】**，确认操作后，即完成永久换课的调整。

