

## Course Transfer Policy and Procedure

### Policy Purpose

The purpose of this policy is to ensure all enrolled students are treated fairly and equitably when they wish to transfer to another course of study within Think: Colleges.

### Policy Scope

This policy only applies to enrolled students who wish to transfer to another course within Think: Colleges. This policy does not apply to overseas students wishing to transfer to another registered provider (refer to the *Withdrawal Policy and Procedure*).

### Definitions

Refer to *Glossary of Terms*.

### Policy Content

A student who wishes to transfer from one course of study to another course of study within Think: Colleges must meet the following criteria:

- The applicant satisfies the entry requirements for the course for which they are applying as per the *Admissions and Enrolment Policy and Procedure*.
- Students submit a *Change/Defer/Withdraw form* and letter to support their application, including their reasons for wishing to transfer.

Transfers will be approved subject to applicants meeting these criteria. These applications will be considered on a case by case basis by the Head of College (or delegated nominee).

### Procedure for Implementation

#### 1. Lodging an Application

- A student who wishes to apply for transfer to another course must use the *Change/Defer/Withdraw form* which is available on the website or from Think: Student Services
- The student should lodge the *Change/Defer/Withdraw form* together with a cover letter and all relevant supporting documents to Think: Student Services.
- Students must apply for Course Transfer after no more than 10% of the initial study period has elapsed. Applications received after this date will not be considered.

#### 2. Approval Process

- All applications will be considered by the Head of College (or delegated nominee) in consultation with appropriate academic staff as necessary. The Head of College (or delegated nominee) may interview the student as part of the review process.
- Approval of applications will be dependent on places being available in the course for which a student is applying.
- Course credit for units of study already completed in the original course will be granted on a case by case basis in accordance with the *Granting of Course Credit Policy*.

### 3. Application Outcome

Applicants will be notified in writing of the outcome of their request within 2 working days of submitting their request to Think: Student Services.

#### Successful Outcome

- The student will be issued a new *Letter of Offer*, *Written Agreement*, and *Tax Invoice* for the course from Think: Student Services.
- Any differences in fees will be indicated on the new *Tax Invoice*
- The student accepts the new course by returning the signed *Written Agreement* to Think: Student Services.
- If the student is an overseas student, once the signed *Written Agreement* has been received, the Manager, Student Services (or delegated nominee) will do a variation to course via PRISMS.
- Enrolment will be processed as per the *Admissions and Enrolment Policy and Procedure*.

#### Unsuccessful Outcome

- The student will be issued a *Rejection letter* with notification that the request is rejected and the reasons for the decision.
- If the student is not satisfied with the outcome, they can appeal the decision in writing in accordance to the *Academic Grievance Policy and Procedure*.

#### Publication

These procedures are to be published for students on the Think: Colleges website and in the Student Handbook to ensure current and prospective students have up to date and accurate information publicly available to them.

Responsibility	Admissions Manager
Record Management	Student File HERMES Change/Defer/Withdraw form
Reference	Granting of Course Credit Policy and Procedure Academic Grievance Policy and Procedure Withdrawal Policy and Procedure Admissions and Enrolment Policy and Procedure Glossary of Terms
Policy applies to	All Think: Colleges students
Policy Developed By	Academic Director
Policy Approved By	Board of Directors
Policy Endorsed By	Academic Board
Policy Complies with	AUQA, AQTF 2007, National Code 2007
Version Number	2.0
Revision Date	Issued - 5 February 2008 Revised - 26 August 2008 Revised - 24 October 2008