

Course Transfer Policy

Depending on the circumstance, you (or your employer if they paid for your fees) may be eligible for a refund or further fees where a course transfer may occur. The following are not an exhaustive list of the circumstances which may apply, and once notified in writing, selectability Training will advise you of the process required.

An administration fee will apply for the course transfer. This is dependent on the circumstances of the transfer and will be determined on receipt of your written notification. Please refer to the Student Handbook on our [policies and procedures page](#).

Where work placement hours are a mandatory component of your course, you may need to review the Work Placement Agreement and make changes where necessary.

Your access to any learning resources will be suspended, and once confirmation of enrolment to your new course is received, your learning resources will be reactivated.

selectability Training will provide you with a Statement Of Attainment where credit transfers are applicable. You should retain this on file as evidence of unit completion.

If you have qualified for a subsidy e.g. Certificate 3 Guarantee, and your course change aligns with the original enrolment, there may be no refund or further fees due.

If you have entered into a payment plan for the payment of your course, and the course change is to a higher priced course, you will be advised of this difference. You may be able to pay the difference directly to selectability Training or add this to the payment plan.

If you have entered into a payment plan for the payment of your course, and the course change is to a lower priced course, you will be advised of this difference. The payment plan may be adjusted for this difference.

If you have paid for the course partially or in full, and the course change results in a higher priced course, you will need to pay the balance in full prior to having confirmation of enrolment and access to the learning resources.

Where a refund is due, please refer to our Refund Policy on our [policies and procedures page](#).

Where a unit(s) has been completed, you may be eligible for credit transfer, please refer to our policy Credit Transfer Policy on our [policies and procedures page](#).