

RTO-POL-08

Purpose:	The purpose of the policy is to keep students informed on the steps taken to transfer their enrolment from one course to another, including settling difference in course fees.
Reference:	ASQA – Standards for Registered Training Organisation (RTOs) 2015
Who is responsible:	Students of selectability Training who request to transfer from a course they are currently enrolled in, to another course on selectability Training’s scope of nationally accredited courses, RTO Administration and General Manager.
When:	As requested
Definition/s:	<p>Course Transfer - the process of withdrawing from one course and enrolling into another course on the RTO scope.</p> <p>Payment Plan - the payment option the student selected to pay for their course fees.</p> <p>Statement of Attainment - upon completion and grading of a unit/s, selectability Training will issue the student with a Statement of Attainment. This states that the student has attained the required competencies and have completed the prerequisite units for a certain competency.</p>
Policy:	<p>This Course Transfer Policy captures the guidelines for students requesting to transfer between courses on selectability Training’s scope of registration.</p> <p>Course transfer requests are reviewed by the RTO Administration Officer and filtered through to the General Manager - Service Development for approval.</p> <p>An administration fee will apply for the course transfer. This is dependent on the circumstances of the transfer and will be determined upon receipt of the students’ written notification. Please refer to the Student Handbook on our policies and procedures page.</p> <p>Where work placement hours are a mandatory component of the course of which the student is currently enrolled, they may need to review the Work Placement Agreement and make changes where necessary.</p> <p>The students access to any learning resources will be suspended, and once confirmation of enrolment to their new course is received, their learning resources will be reactivated.</p> <p>selectability Training will provide the student with a Statement of Attainment where credit transfers are applicable. The student should retain this as evidence of unit completion. The RTO Administration Team will also retain the Statement of Attainment on file for student records. The Statement of Attainment can only be issued upon payment of the number of units completed.</p>

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	<p>If the student qualifies for a subsidy upon enrolment in their course (e.g. Certificate 3 Guarantee), and the course change aligns with the original enrolment, there may be no refund or further fees due. If outside of the 30 days of commencement, the students funding and eligibility for the subsidy will need to be reassessed and saved on the student's profile on the Student Management System (SMS) for evidence at audit.</p> <p>If the student entered into a payment plan for the payment of their course, and the course change is to a higher priced course, they will be advised of this difference. The student may be able to pay the difference directly to selectability Training or add this to the payment plan.</p> <p>If the student entered into a payment plan for the payment of their course, and the course change is to a lower priced course, they will be advised of this difference. The payment plan may be adjusted for this difference.</p> <p>If the student paid for the course partially or in full, and the course change results in a higher priced course, the student will need to pay the balance in full prior to having confirmation of enrolment and access to the learning resources.</p> <p>Where a refund is due, please refer to our Refund Policy on our policies and procedures page.</p> <p>Where a unit(s) has been completed, the student may be eligible for credit transfer/s, please refer to our policy Credit Transfer Policy on our policies and procedures page.</p> <p>As always, selectability Training will abide by any existing legislation in place for the safeguarding of our students and employees.</p>
Process:	<p>Depending on the circumstance, the student (or their employer if they paid for the student's course fees) may be eligible for a refund or may be required to pay further fees where a course transfer may occur.</p> <p>The above policy is not an exhaustive list of the circumstances which may apply, and once notified in writing, selectability Training will advise the student of the process required.</p>
Relevant Records:	<ul style="list-style-type: none"> ✓ Student Handbook ✓ Credit Transfer Policy ✓ Refund Policy