



SECTION 1 - PURPOSE AND CONTEXT

- (1) Australian Virtus Institute (AVI) wishes to provide reasonable opportunity for students to reorient their VET study program after entry to VET school. AVI wishes to facilitate internal course transfer for that purpose, while maintaining the academic integrity of the admissions process.
- (2) This policy applies to all students new and old students transferring between courses of the RTO.
- (3) This policy should be read in conjunction with the following policies:
 - a. Admission Policy
 - b. Course Progress Policy

SECTION 2 - DEFINITIONS

- Credit Transfer: credit towards a course for learning previously achieved, expressed in the form of a specified number of credit points, and granted on the basis of previous, successfully completed studies or of previous, demonstrable, experiential learning.
- Conditional Enrolment for Unsatisfactory Academic Performance: one type of sanction for students whose academic performance is unsatisfactory. Placement on conditional enrolment limits the number of units in which a student may enrol.
- Department of Home Affairs is a government agency responsible for several critical areas. This includes managing the nation's immigration and visa policies, overseeing border security and customs, handling citizenship applications and ceremonies, and managing national security initiatives.
- e_COE: Electronic Confirmation of Enrolment: Certificate provided by the school as evidence of enrolment.
- Exclusion for Unsatisfactory Academic Performance: an excluded student's enrolment is cancelled and they are excluded from any enrolment in any course with AVI during the period of exclusion, which will not exceed 24 months.
- Internal Course Transfer: transferring from one course program at AVI to another course, through a process conducted within the school.
- Suspension for Unsatisfactory Academic Performance: a sanction barring a student from attendance at the school for a specified period of time.



SECTION 3 - POLICY STATEMENT

- (1) A current student at AVI who wishes to transfer to another course at AVI, may, in most cases, apply for an internal course transfer.
- (2) A student may only transfer after meeting the course requirement.
- (3) Applicants for transfer must apply by the applicable closing date for the upcoming teaching session. Late applications may be accepted for some courses but may need extra session.
- (4) Meeting the entry requirements does not guarantee entry into the course. Student's attendance and course progress will need to be check. Additionally, a Pre-training review during application will need to be reviewed. And a new Statement of Purpose for International Student will need to be submitted.
- (5) Provided the conditions and constraints in clauses 12 to 15 are met, the internal course transfer will be confirmed.
- (6) If a course transfer is not approved, there is no avenue for appeal. A email or letter will be sent out to the applicant.
- (7) Applicants for transfer will be notified in writing of the result of their application. A new Letter of Offer will be sent to applicant.
- (8) Students who transfer courses may be able to apply for Credit Transfer for the units they have successfully completed in the previous course.

International Students

- (9) An international student wishing to transfer courses must meet the current international admission criteria that are set for the course into which he or she is applying to transfer.
- (10) An international student wishing to transfer courses will be issued with a new e_CoE and where the period of study has been changed, the school will, as required by legislation, advise Department of Home Affairs.

Unsatisfactory Progression Outcomes (Suspension, Exclusion, Conditional Enrolment)

- (11) A student placed on conditional enrolment in a course will still be allowed to apply to transfer courses.
- (12) A student who has been suspended or excluded from a course cannot apply to transfer to another course until the period of suspension or exclusion has been served.



SECTION 4 - PROCEDURES

Procedure	Responsibility
<p>A. Process application for internal course transfer</p> <ul style="list-style-type: none">◆ Where a student requests to transfer to another course, provide the student with an Internal Course Transfer Form for the current course enrolled.◆ Acknowledge receipt of Application for Withdrawal Form in person and/or email to the student.◆ Review the Change of Enrolment Form application and supporting evidence (Pre-Training Review and Statement of Purpose for International students) provided within 10 working days of receipt of application.◆ Where the application is from a student under 18, check the application to ensure there is a supporting letter from a parent or legal guardian or a letter from the registered provider that they will be responsible for approving the student's accommodation, support and general welfare arrangements.	Admission / Student Support
<p>B. Review application</p> <ul style="list-style-type: none">◆ Make a decision based on the circumstances in which a transfer will be granted as set out in the Policy.◆ Where the application is approved, inform the student in writing, including a new Letter of Offer.◆ Where the application is refused, inform the student in writing, including the reasons for the decision. The student has no appeal rights.◆ For International Student, enter Student Course Variation into PRISMS within 14 days of student changing course at AVI.	RTO Manager



SECTION 5 - GUIDELINES

(13) Courses excluded from the internal transfer process:

- a. Students enrolled to postgraduate course is only allowed to change course after one session.

Document Control

Document No. & Name:	SC8.5 - Internal Course Transfer P&P V1.0
Quality Area:	SC Students & Clients
Author:	Australian Virtus Institute
Status:	Approved
Approved By:	CEO
Approval Date:	11 August 2022
Review Date:	11 August 2024
Standards:	ESOS Act; National Code 2018 Standard 7