COURSE TRANSFER OR AMENDMENT POLICY & PROCEDURES

Policy Statement	Kent Institute Australia (Kent) recognises that students may wish to amend the course they are enrolled in (which includes changing the Specialisation of the course in which they are enrolled) in certain circumstances. This document sets out the procedure to be followed when a student applies to transfer to another course or amend their course. All applications are processed and assessed in accordance with the *Education Services for Overseas Students (ESOS) Act* 2000*,* Higher Education Standards Framework 2021 and the Standards for Registered Training Organisations 2015.
Responsibility for Implementation	Chief Operating Officer, Executive Dean (Teaching and Learning), Associate Deans, Head of Vocational Education, Executive Manager Student Services, Manager Student Services
Compliance and Monitoring	Chief Operating Officer, Executive Dean (Teaching and Learning), Head of Vocational Education, Executive Manager Student Services, Academic Board.

Purpose

This document sets out the steps to be followed when a student wishes to transfer to a different Kent course of study to the course in which they are enrolled, or to a different course Specialisation to the one in which they are enrolled. It establishes an effective process for managing such applications.

Scope

These procedures apply to Kent students who wish to amend their Kent course enrolment.

These procedures do not apply to Kent students who have recently completed the requirements for a Kent qualification, and who wish to undertake another Kent qualification. These students should refer to the *Student Selection and Admission Policy and Procedures*.

Aim

To facilitate efficient and accurate course transfers for eligible students.

PROCEDURE

1.0 Student Request for Course Transfer

A student who wishes to apply for transfer to another course or to amend an existing course must submit a completed *Course Transfer or Amendment Application Form* to the Student Services Unit. All required supporting documents should be submitted with that Form. Failure to do so may delay the processing of the application or result in its rejection.

2.0 Consideration of the Transfer Request

2.1 The application for course transfer or amendment will be considered by the relevant Associate Dean (for Higher Education courses) or the Head of Vocational Education (for VET courses) in consultation with appropriate academic staff as necessary. The student may be interviewed as part of the application process.

2.2 Approval of applications will be dependent on the student meeting the admission criteria as well as places being available in the course or Specialisation for which a student is applying to transfer.

2.3 Course credit for Units already completed in the original course will be granted on a case by case basis in accordance with the *Course Credit and Articulation Policy and Procedures* and any Units for which credit is to be given or not given, as the case may be, must be listed by the Associate Dean or Head of Vocational Education in the relevant section of the *Course Transfer or Amendment Application Form.*

3.0 Timing

Students will receive notification of the outcome of their course transfer or amendment application within five (5) working days of receipt by the Student Services Unit of the completed *Course Transfer or Amendment Application* Form from the Associate Dean or Head of VET.

4.0 Procedure if Outcome of Transfer Application Successful

4.1 On receipt of the approval of a request for transfer to a **different course**, the Manager Student Services will ensure that the student is issued with a new Offer of Admission for the course. Any differences in fees and duration will be indicated on the new *Offer of Admission –International Student Enrolment Agreement*. The student accepts the *Offer of Admission – International Student Enrolment Agreement* by returning this signed document to the Manager Student Services.

4.2 On receipt of the approval of a request for transfer to a different Specialisation within the same course, the Manager Student Services will ensure that the student is issued with a *Course Specialisation Change Acceptance Agreemen*t, where the student must complete additional Units and this results in a change in tuition fees or course duration to which the student must agree. The student accepts the *Course Specialisation Change Acceptance Agreement* by returning this signed document to the Manager Student Services.

4.3 Where a course Specialisation change does not result in the requirement for the student to study additional Units and there is no change in tuition fees or course duration, the student's Student Information System (SIS) record will be updated and the student informed through email, without a new signed Agreement.

4.5 Students Accessing HELP Loans will need to complete and submit a new loan request form (eCAF).

4.6 If the student is an international student, once the signed Agreement has been received, the Manager Student Services will report this to the Department of Home Affairs (DHA) by completing a variation to course via the Provider Registration and International Student Management System (PRISMS).

4.7 The enrolment of the student in the new course will be processed in accordance with the *Student Selection and Admission Policy and Procedures.*

5.0 Procedure if Outcome Unsuccessful

If a request by a student to transfer or amend their course is unsuccessful the Manager Student Services will notify the student that the request has not been approved and the reasons for the decision.

6.0 Review of Decision

Students who wish to appeal the rejection of their course transfer or amendment application may do so under the procedure set out in the *Complaints and Appeals Policy and Procedures.*

7.0 Records Management

The Student Services Unit is responsible for ensuring all relevant documentation (application, supporting documentation and all incoming/outgoing correspondence) is scanned to the student's file.

Document Title: Course Transfer or Amendment Policy & Procedures	
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Date Updated: 5th April, 2016 28th April, 2017 17th October, 2018 9th October, 2019 2nd June 2022 31 October 2024	**Reviewed by:** Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Dean Executive Manager Governance, Risk and Compliance Chief Risk and Compliance Officer
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AMENDMENTS: **28/04/2017** – Addition of details regarding $200 Change of Course fee payable upon acceptance of the change of course (Clause 4.0). **17/10/2018** – 12-month review – update Kent position titles and inclusion of change of course Specialisation procedures with a new Course Specialisation Change Acceptance Agreement. **09/10/2019** – 12 Month review – minor word amendments and update Kent Business Management System\SharePoint Hyperlinks. **30/01/2022** – Removed change of course fee and added updates for HELP and Vet Student Loans. **02/06/2022** – Removal of references to VET Student Loans. Updates to titles as per new Kent Organisation Chart. **31/10/2024** – Update for currency	