PR_AC_024: Course transfer

Scope
These procedures apply to THINK students who wish to transfer to another THINK course.

These procedures do not apply to:
- students who have recently completed the requirements for a THINK qualification, and who wish to undertake another THINK qualification. These students should refer to the Admissions Policy, Entry Requirements and Applying for Entry to a THINK Course, and
- students who wish to change study mode (e.g. on campus to online, full time to part time).

Things to consider prior to applying for course transfer
A change of specialisation is considered a change of course (e.g. from Bachelor of Business – Event Management to Bachelor of Business – Marketing).

Students should be aware that transferring to another course may cause a change in their tuition fees.

Students who are currently excluded:
- from their course, in accordance with the Academic Progression Policy, are only allowed to transfer to an unrelated THINK course (e.g. an excluded Community Services student cannot transfer to a Counselling course for the duration of their exclusion)
- from THINK, in accordance with the Academic Integrity Policy and Student Conduct Policy, are not allowed to transfer to another THINK course for the duration of the exclusion period.

If a student’s course transfer application is successful, the student will be transferred to the most current version of a course.

Course transfer process
Students who wish to transfer to another THINK course must satisfy the entry requirements for the course for which they are applying as per the Admissions Policy. It is recommended that students discuss this with their Program Director before lodging an application.
Step 1
A student who wishes to apply for transfer to another course must submit a completed Course Transfer Form. This is available on the THINK website and student portal. All required supporting documents should be submitted. Failure to do so may delay the processing of the application or result to its rejection.

Course transfer applications should be submitted after no more than 10% of the study period (i.e. six working days from commencement for a 12-week period and three working days from commencement of a six-week study period) has elapsed. Students utilising VET FEE-HELP or VET Student Loan (VSL) may only transfer up to 14 days prior to the relevant census date. Applications received after this date will be considered for transfer during the succeeding study period.

Step 2
The application will be considered by the Program Director (or delegate) in consultation with appropriate academic staff as necessary. The Program Director (or delegate) may interview the student as part of the review process.

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

Course credit for subjects already completed in the original course will be granted on a case-by-case basis in accordance with the Credit Policy.

Step 3
Student will receive notification of the outcome of their course transfer application. Processing may take up to ten working days from submission of application.

Successful outcome:
- The Campus Life Team (Student Services) will issue the student a new Letter of Offer, Written Agreement, and Tax Invoice for the course. 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 the Campus Life Team (Student Services).
- Domestic students on FEE-HELP/ VET FEE-HELP/VSL will have to complete and submit a new FEE-HELP/VSL form.
- If the student is an international student, once the signed Written Agreement has been received, the Campus Director (or delegate) will do a variation to course via PRISMS.
- Enrolment will be processed as per the Enrolment and Attendance Policy.

Unsuccessful outcome:
- The Campus Life Team (Student Services) sends the student the outcome via email advising that the request has been denied and the reasons for the decision.

Complaints against and internal review of rejected course transfer applications
Students who wish to appeal the rejection of their course transfer application may do so under the Student Complaints Policy. The following documents provide information on the process for lodging complaints:
- Resolving a Complaint Informally
- Formal Complaints
- Internal Review (Appeal) Procedure
- External Review Procedure