

Change of Course Policy and Procedure

Relevant Standards	Linked Documents
SRTO 2015: 1.2, 1.7, 5.2(e) The National Code 2018: 6.3, 6.4, 8.2, 8.3, 8.16	Deferral, Suspension, Cancellation and Exclusion Policy Student Admission and Enrolment Policy & Procedure Course Progress Policy Change of Course Form

1. Purpose

This policy relates to changes to enrolment where students wish to change their course of study but maintain Highgate International College as their course provider. This policy does not apply to situations where currently enrolled students wish to change to another provider or where students enrolled with another provider wish to transfer to Highgate International College. Current Highgate International College students who wish to discontinue their current course of study for valid reasons, and transfer to an alternative course within Highgate International College are able to do so according to the stipulations of this policy.

2. Scope

This policy applies to all the enrolled students of Highgate International College.

3. Definitions

CoE: Confirmation of Enrolment; Also known as eCoE: Electronic Confirmation of Enrolment

Course: A full-time registered program of education or training registered on CRICOS for the attainment of a qualification.

Current Course: Course(s) for which students hold a valid CoE from Highgate International College

Intended Course: Course(s) in which students intend to enrol

PRISMS: Provider Registration and International Students Management System

4. Legislative Context

- National Vocational Education and Training Regulator Act 2011 (Cth)
- The ESOS Act 2000
- The National Code 2018
- ESOS Regulations 2001
- Equal Opportunity Act 1995

5. Policy

5.1 As the course of course may have long-term implications on a student's career and academic aspirations, Highgate International College will discuss and ascertain the reason(s) for a change of course with the student prior to making a decision on the application.

5.2 Change of course will only be allowed one time during the enrolment period of a student. Any change of course will require completion of a new Pre-Enrolment Needs Analysis form and student interview.

5.2 Highgate International College will ensure that the change of course is not being sought merely as a convenience by the students and may decline such request if the stated reasons fail to clearly demonstrate the need for a change of course.

5.3 Some of the reasons which Highgate International College may deem as inadequate for a change of course application include;

- Timetable issues (e.g. Academic timetable not fitting into one's work schedule);
- Reuniting with friends;
- To circumvent Course Progress or any other disciplinary issues in the current course; or
- Deemed not in the best interest of the student based on their stated academic and professional goals.

5.4 Academic Managers of both the Current Course as well as Intended Course must approve the Change of Course application before any changes are made on student enrolment on PRISMS.

5.5 Entry requirements for new courses, including any prerequisites, must be met and procedures for enrolment in the new course must be consistent with relevant requirements under *Student Admission and Enrolment Policy & Procedure*.

5.6 Domestic students must meet the eligibility criteria for entry into new courses as defined under the relevant state funding service agreement and outlined in *Student Admission and Enrolment Policy & Procedure*.

6. Procedure

- Students, who wish to change their current course of study, and transfer to an alternative course within Highgate International College, should obtain a *Change of Course Form* from Highgate International College reception. They should fill this form out according to the form's instructions paying special attention to the reasons for which they wish to change their course of study.
- *Pre-Enrolment Needs Analysis (Candidate Self-Assessment)* form should be completed explaining how the new course shall address/contribute towards achievement of academic and professional goals.
- Completed and signed forms should, then, be submitted to the Academic Manager of their current course.
- After receiving the signed Change Of Course Form from the student, the Academic Manager will invite the student to attend a meeting with him or her. The purpose of this meeting would be to discuss the reasons that have been identified by the student for wishing to change to an alternative course. The Academic Manager should consider whether or not, the student is unsuitable to the current course of study, and whether a transfer to the intended course would be in the student's interest and welfare. A record of this meeting will be kept on a Record of Student Interview Form.
- If the Academic Manager of the Current Course has no objection to the change of course, he or she will sign and approve the request.
- The student will, then, need to get the transfer approved by the Academic Manager of the Intended Course.
- The Academic Manager of the Intended Course will arrange a meeting for the purpose of considering their suitability for the intended course. A record of this meeting is kept on a Record of Student Interview Form. It may be of benefit to the process that the respective Academic Managers discuss the matter of the suitability of the course transfer.
- If the Academic Manager of the intended course has no objection to the change of course, he or she will sign and approve the request.

6.1 If the Transfer is approved

- The course coordinator of the intended course submits the signed *Change Of Course Form* to the administration office for processing.
- The administrative office will cancel the student's CoE and issue the student with a new CoE according to their application. The administrative office will notify the student in writing with confirmation of their current enrolment status.
- The student will be asked to sign a new Student Agreement.
- On completion of the above processes, the student will be transferred to the new course and provided with course and timetable information to commence their studies.
- Transcripts and testamurs, if eligible will be issued for the old course.
- Any prior learning, competencies, or the competencies achieved in the old course will be considered for RPL or Credit Transfer as per college's *RPL and Credit Transfer Policy and Procedure*.

6.2 If the Transfer is NOT approved

- The Academic Manager of the Current Course or the Intended Course will complete a *Course Transfer Request Letter (Denied)* stating clearly the reasons for which the course transfer has been denied. Reasons course coordinators of the current course or the intended course may cite for denying an internal course transfer are, but are not restricted to:
 - A student requesting a transfer has an inaccurate understanding of what the transfer represents to his/her study options
 - The student still owes Highgate International College course fees
 - It is suspected that the student is seeking transfer only to avoid being reported to DE (Formally DET, DEEWR) for failure to meet course progress requirements.
 - The RTO considers this transfer to be detrimental to the student's interests
 - The reasons stated for the request to transfer have not been adequate
 - The transfer does not appear to be for the purpose of an educational or career-oriented benefit
 - The course requested transfer to is the same or similar to the currently enrolled course(s)
 - The primary reason for a transfer request is for a different class schedule which is more suited to the student's current or anticipated employment interests, or other non-educational interest
- The student may be contacted with this information either by post or by e-mail in an appropriate format. The letter will inform the students on their right or appeal the decision according to the RTO's *Complaints and Appeals Policy*. The letter should indicate that the student has 20 working days to access Highgate International College complaints and appeals process

6.3 Visa Implications

As implementation of this policy and procedure may affect a student's enrolment and can lead to the cancellation of the current confirmation of enrolment, this may have implications for a student's visa. Highgate International College recommends that students seek appropriate advice regarding these implications. The RTO does not provide immigration advice to students.

7. Responsibility

The Academic Manager has the responsibility to hold and record student meetings and ascertain the reasons for change of course request

The Academic Manager has the responsibility to check student records and identify any pending fees, course progress or disciplinary issues.

The Academic Manager is responsible for the effective implementation and management of this policy as well as the provision of information on ways to resolve complaints or breaches of this policy and procedure.

The CEO has overall responsibility for the implementation and review of this policy and procedure. Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: ceo@hic.edu.au

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