

# Policy – Transfers and Deferrals

**Navitas Professional**  
**ABN 25 100 404 199**

## Document

<b>Document I.D.</b>	NP-01.01-14P Transfers and Deferrals Policy
<b>Responsibility</b>	Business Services Manager, NP
<b>Initial Issue Date</b>	27 October 2015

## Version Control

<b>Issue Date:</b>	<b>Summary of Changes</b>	<b>Review Date</b>
27 October 2015	Initial document, v1.0	27 October 2017
2 May 2016	Update position titles, correction to fees, inclusion of definitions, v1.1	27 October 2017
1 February 2018	Update Business unit name, updates in response to scheduled policy review, inclusion of CEP & NPIP, clarification of processes, v1.2	1 February 2020
5 April 2018	Change of SMIPA to Accounting Professional Year Program, v1.3	5 April 2020

## 1. Purpose and Scope

The purpose of this policy is to ensure that transfers and deferrals within Navitas Professional Programs are managed in a consistent and transparent manner and any requirements of the professional associations, on whose behalf Navitas Professional (NP) delivers the Professional Year Programs, are met.

This policy applies to all participants enrolled in Navitas Professional Programs and all staff involved in the delivery of Navitas Professional Programs.

Fees, charges, refunds and withdrawals are addressed in NP's Fees and Charges, Refunds and Withdrawals Policy.

## 2. Policy

### 2.1. Transfers and Deferrals

2.1.1. Participants wishing to transfer and/or defer from their program will need to follow the appropriate transfer and/or deferral process (including forms) relevant to their program, as outlined below.

### 2.2. Australian Computer Society (ICT Participants)

#### 2.2.1. ICT Participants Transfer and Deferrals Policy

- An ACS 'Transfer Application Form' will need to be completed and this should include the participant's reason for transfer/deferral. This form can be obtained from the participant's local Navitas Professional office. Once completed the form is returned to Navitas Professional who will forward to the ACS on the participant's behalf.
- A \$115.00 (plus GST = \$126.50) administration-processing fee applies to all transfer/deferral requests and needs to be paid to Navitas Professional at the time of submitting the request.
- Payment does not guarantee the application will be approved as ACS and the State Operation Manager, on merit, assess each request. Participants may be required to submit supporting evidence where applicable.
- Requests should be made not less than two weeks prior to the start of the element to be deferred.
- If payment is not received with the transfer/deferral request, the request will be declined.
- The participant's local Navitas Professional office will provide a written response providing the decision either approving or declining the transfer/deferral request.

- Participants who take leave prior to the approval of their request to transfer/defer will be considered as being withdrawn from the Professional Year Program and their grade will be recorded as a 'Fail'.
- Transfer/deferral requests received within 14 days of or after the ACS PE online component has commenced will be charged a \$900 (plus GST = \$990) PE Cohort Transfer Fee and participants will need to repeat the PE online component from the beginning.

## 2.3. Engineering Education Australia

### 2.3.1. Engineering Participants Transfer and Deferrals Policy

- An EEA 'PY Transfer Request Form' for transfers or 'PY Deferral Request Form' for deferrals needs to be completed and this should include the participant's reason for transfer/deferral. These forms can be obtained from the participant's local Navitas Professional office.
- Once completed the form is returned to Navitas Professional who will forward to EEA on the participant's behalf.
- A \$100 (inclusive of GST) administration-processing fee applies to all transfer/deferral requests and needs to be paid to EEA. EEA will request payment directly from the participant payment before assessing the application.
- Payment does not guarantee the application will be approved as EEA and the State Operations Manager, on merit, assess each request. Participants may be required to submit supporting evidence where applicable.
- If payment is not received by EEA, the request will be declined.
- The participant's local Navitas Professional office will provide a written response providing the decision either approving or declining the transfer/deferral request.
- Participants who take leave prior to the approval of their request to transfer/defer will be considered as having withdrawn from the Professional Year Program and their grade will be recorded as a 'Fail'.

## 2.4. Accounting Professional Year Program

### 2.4.1. Accounting Participants Transfer and Deferrals Policy

- A Navitas Professional 'PYP Transfer Form' for transfers or 'PYP Leave Request Form' for deferrals will need to be completed by all Accounting PYP participants. These forms can be obtained from the participant's local Navitas Professional office. Once completed the form is to be returned to the Navitas Professional office.

- The State Operations Manager, on merit, assesses each request, and participants may be required to submit supporting evidence where applicable.
- The participant's local Navitas Professional office will provide a written response either approving or declining the transfer/deferral request.
- Participants who take leave prior to the approval of their request to transfer/defer will be considered as having withdrawn from the Accounting PYP and their grade will be recorded as 'Fail'.

## 2.5. Career Experience Program and Navitas Professional Internship Program

### 2.5.1. CEP and NPIP Participants Transfer and Deferrals Policy

- A Navitas Professional 'CEP Transfer Form' for transfers or 'CEP Leave Request Form' for deferrals will need to be completed by all CEP and NPIP participants. These forms can be obtained from the participant's local Navitas Professional office. Once completed the form is to be returned to the Navitas Professional office.
- The State Operation Manager, on merit, assesses each request and participants may be required to submit supporting evidence where applicable.
- The participant's local Navitas Professional office will provide a written response either approving or declining the transfer/defer request.
- Participants who take leave prior to the approval of their request to transfer/defer will be considered as having withdrawn from the program and their grade will be recorded as 'Fail'.
- Note: CEP and NPIP Transfer/deferral requests will **NOT** be approved if it extends the total course duration beyond the twelve (12) month limit.

## 3. Responsibilities

- The **Director, NP** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.
- The **Business Services Manager, NP** and **State Operations Managers, NP** are responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.
- **NP Employees** are responsible for being aware of, and complying with this Policy.

## 4. Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

- **ACS** – Australian Computer Society
- **ICT** – information and communication technology
- **Accounting PYP** – Accounting Professional Year Program
- **EEA** – Engineering Education Australia
- **PYP** – Professional Year Program
- **CEP** – Career Experience Program
- **NPIP** Navitas Professional Internship Program
- **Participant** – Program student
- **GST** – Goods and Services Tax
- **Deferral** – the delay in commencement of a component of the PY program e.g. internship prior to commencing that component. This may or may not result in a cohort transfer.
- **Transfer** – a move to a new cohort/intake.

## 5. Review

This Policy is reviewed every two years by the relevant manager to ensure alignment to appropriate strategic direction and its continued relevance to Navitas Professional’s current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

## 6. Records

All records in relation to this policy will be managed as follows

Record type	Responsible	Location Retention	
<b>Withdrawal/Deferral Forms</b>	State Administration Office	WIP	7 years
<b>Participant File</b>	State Administration Office	WIP	7 years

## 7. Related documents

- NP-01.01-28D Participant Handbook
- NP-01.01-16P Fees and Charges, Refunds and Withdrawals Policy
- ACS Professional Year Partners Operations Manual 2016 (v2.0)
- Engineering Education Australia – Guideline for Delivery Partners 2015
- Accounting Professional Year Program Framework\_Nov15
- [ACS PY Transfer Application](#)
- [EEA PY Deferral Request](#)
- [CEP Leave Request Form](#)
- [PYP Leave Request Form](#)
- [CEP Transfer Form](#)
- [PYP Transfer Form](#)
- [EEA PY Transfer Request](#)