

Policy – Transfers and Deferrals

Navitas Professional
ABN 25 100 404 199

Document

Document I.D.	NP-01.01-14P Transfers and Deferrals Policy
Responsibility	National Operations Manager, NP
Initial Issue Date	27 October 2015

Version Control

Issue Date:	Summary of Changes	Review Date
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
30 July 2019	Clarify processes; include processing fee, v2.0. Approved at MRM	1 February 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 Program, 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.
- 2.1.2. All transfer/deferral requests must be submitted on a Navitas Professional transfer/deferral request form in addition to any professional body forms as outlined below.
- 2.1.3. All requests will be subject to a non-refundable \$100 (inclusive of GST) administrative processing fee in addition to any professional body fees as outlined below. This fee is payable upon submission of the Navitas Professional transfer/deferral request form.
- 2.1.4. If payment of all applicable fees is not received with the transfer/deferral request form, the request will be declined.
- 2.1.5. Requests should be made not less than 28 days prior to the start of the element to be deferred or start date at the new location, whichever is applicable.
- 2.1.6. The State Operations Manager/Territory Team Leader, on merit, assesses each request. Participants may be required to submit supporting evidence where applicable.
- 2.1.7. Intrastate approvals are at the discretion of The State Operations Manager/Territory Team Leader, subject to Professional Body approval where applicable. Note: Approval by Navitas Professional does not guarantee Professional Body approval (where required) and vice versa.
- 2.1.8. Interstate approvals are at the discretion of new location State Operations Manager/Territory Team Leader, subject to Professional Body approval where applicable. Note: Approval by Navitas Professional does not guarantee Professional Body approval (where required) and vice versa.
- 2.1.9. The participant's local Navitas Professional office will provide a written response providing the decision either approving or declining the transfer/deferral request.
- 2.1.10. Participants who take leave prior to the approval of their request to transfer/defer will be considered as being withdrawn from their Program and their grade will be recorded as a 'Fail'.

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 ACS 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 by ACS.
- 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.
- Note: Approval by ACS does not guarantee approval by Navitas Professional.

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 by EEA
- If payment is not received by EEA, the request will be declined.
- Note: Approval by EEA does not guarantee approval by Navitas Professional.

2.4. Accounting Professional Year Program (AcctPYP)

2.4.1. Accounting Participants Transfer and Deferrals Policy

- A Navitas Professional Transfer/deferral request form will need to be completed by all AcctPYP participants. This form can be obtained from the participant's local Navitas Professional office. Once completed the form is to be returned to the Navitas Professional office.

2.5. Career Experience Program, Navitas Professional Internship Program and other Navitas Professional Programs

2.5.1. Other Navitas Professional Programs Transfer and Deferrals Policy

- A Navitas Professional Transfer/deferral request form must be submitted for all Navitas Professional programs. 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.
- Note: Transfer/deferral requests will **NOT** be approved if it extends the total course duration beyond the listed course limit, e.g. CEP and NPIP is six (6) months.

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 **National Operations Manager, NP** and **State Operations Managers/Team Leaders, 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
- **AcctPYP** – 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 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. This may or may not include a move to a new location.

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
Transfer/Deferral Forms	State Administration Office	Participant file on SharePoint	7 years
Participant File	State Administration Office	SharePoint	7 years

7. Related documents

- Participant Handbooks
- Fees and Charges, Refunds and Withdrawals Policy
- ACS Student Management and Admissions Framework v1.1 Jan 2019
- Engineering Education Australia – PY_Partner_Guidelines_2018
- SMIPA Framework_Nov15
- ACS PY Transfer Application
- EEA PY_Transfer Request
- EEA PY_Deferral Request
- NP Transfer_Deferral Form