



## Student Transfer Policy and Procedure (Smart and Skilled)

### Purpose

The purpose of this policy is to outline United Colleges of Australia's documented process in assessing student transfer in or or the college.

### Scope

This policy applies to all prospective and current overseas students enrolled in the college.

### Definitions

College	United Colleges of Australia
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### Policy

If there is a transfer out of an enrolled student, this must be notified to the student as soon as practicable. In the event that the college's Smart and Skilled Contract is terminated or suspended, the transfer out process must be commenced prior to the termination of the contract and/or ending the delivery of subsidised training to the relevant enrolled student and must be completed within 30 days after the date of commencement of the transfer out process.

This practice aims to meet the requirements as outlined in Paragraph 10 (transferring students) of Operating Guidelines.

### Procedure

Student Transfer Out from the College	Responsible Person
1. Advise the student in writing the date of forthcoming termination of the Contract or of ending the delivery of Subsidised Training.	Admission Team
2. Provide options for the students to continue their training, which may include: <ul style="list-style-type: none"> <li>Referring to Smart and Skilled website to identify an alternative RTO</li> <li>Referring to local Training Services NSW Regional Office for assistance</li> <li>Allowing the student to continue with the college on a fee for service basis</li> <li>Suggesting an alternative RTO</li> </ul>	
3. Process any refund in line with refund processes & Smart and Skilled Fee Administration Policy	
4. Issue a Statement of Attainment or full qualification for units of competency completed successfully.	
5. Issue a current statement of fees and receipts of payments	



6. Issue an updated Training Plan listing all units of competency where an outcome has been achieved, commenced but not completed and/or not commenced.	
7. Return results of any outstanding completed Training activities and/or Assessment to the enrolled student.	
8. Submit the training activity data to finalise the record, and if eligible, receive any further payments of subsidies and loadings.	

<b>Student Transfer to the College</b>	<b>Responsible Person</b>
1. Follow the Admission Policy and Procedure including completing a Notification of Enrolment process.	Admission Team

### Related Documentation

- N/A

### Document Control

Policy Owner:	United Colleges of Australia
Endorsed By:	CEO
Person Responsible for Implementation:	Admission Team
Date:	November 2022
Version:	1.0