

Policy – Transfers and Deferrals

Navitas Professional - Careers & Internships
ABN 25 100 404 199

Document

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Responsibility	Business Services Manager, C&I
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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. Purpose and Scope

The purpose of this policy is to ensure that the transfer and deferral requirements of the professional associations, on whose behalf Navitas Professional – Careers and Internships (C&I) delivers the Professional Year and Skilled Migration Internship Program, are met.

This policy applies to all participants enrolled in the Professional Year Program and all staff involved in the delivery of the program.

Fees, charges, refunds and withdrawals are addressed in C&I'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 the program will need to follow the appropriate transfer and/or deferral process (including forms) relevant to their professional association, as outlined below.

2.2. Australian Computer Society (ICT Participants)

2.2.1. ICT Participants Transfer and Deferrals Policy

- An ACS "Deferral Application Form" will need to be completed and this should include the participant's reason for deferral/transfer. These forms can be obtained from the participant's local Navitas office. Once completed the form is returned to Navitas who will forward to the ACS on the participant's behalf. A \$115.00 (plus GST = \$126.50) administration-processing fee applies to all deferral/transfer requests and needs to be paid to Navitas at the time of submitting the request.
- Payment does not guarantee the application will be approved as each request is assessed on merit. 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.
- Participants who take leave prior to the approval of their request to defer/transfer will be considered as being withdrawn from the Professional Year program and their grade will be recorded as a "fail".
- Transfer/Deferral requests received 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.

2.2.2. ACS Refund Policy

- Students will only be given a refund if they withdraw within 30 days of enrolment, no refund will be given after this time. If there are extenuating circumstances for the withdrawal, these will be reviewed on a case by case basis.

2.3. Engineering Education Australia

2.3.1. Engineering Participants Transfer and Deferrals Policy

- An EEA "Cohort Transfer/Deferral Application Form" needs to be completed and this should include the participant's reason for Transfer/Deferral. These forms are to be obtained from the participant's local Navitas office.
- Participants are to provide two copies of the form, one copy is to be returned to Navitas and the other will need to be submitted directly to EEA.
- A \$100 (inclusive of GST) administration-processing fee applies to all deferral/transfer requests and needs to be paid to Navitas at the time of submitting the form.
- Payment does not guarantee the application will be approved. Each request is assessed on merit. Participants may be required to submit supporting evidence where applicable.
- If payment is not received with the transfer/deferral request, the request will be declined.
- Participants who take leave prior to the approval of their request to defer/transfer will be considered as having withdrawn from the Professional Year program and their grade will be recorded as a "Fail".

2.3.2. EEA Refund Policy

- All fees will be refunded by EEA and the Professional Year provider if the applicant is not accepted into the Professional Year.
- All fees will be refunded if a vocational placement cannot be found for the accepted participant.
- In no other circumstances will any fees be refunded.

2.4. Skilled Migration Internship Program - Accounting

2.4.1. Accounting Participants Transfer and Deferrals Policy

- A Navitas 'Transfer Request Form' will need to be completed by all SMIPA participants. This form can be obtained from the participant's local Navitas office. Once completed the form is to be returned to the Navitas office.
- Each request is assessed on merit and participants may be required to submit supporting evidence where applicable.
- The participant's local Navitas office will provide a written response either approving or declining the Transfer request.
- Participants who take leave prior to the approval of their request to defer/transfer will be considered as having withdrawn from the Professional Year program and their grade will be recorded as 'Fail'.

3. Responsibilities

- The **Director, C&I** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.
- The **Business Services Manager, C&I** and **State Operations Managers, C&I** are responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.
- **C&I 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
- **SMIPA** – Skilled Migration Internship Program – Accounting
- **EEA** – Engineering Education Australia
- **PYP** – Professional Year 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 Business Services Manager, to ensure alignment to professional year accreditation and regulatory requirements.

6. Records

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

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

7. Related documents

- CI-01.01-28D Participant Handbook
- CI-01.01-16P Fees and Charges, Refunds and Withdrawals Policy
- ACS Professional Year Operations Manual June 2014
- ACS Professional Year Quality Handbook June 2014
- Engineering Education Australia – Guideline for Delivery Partners 2015
- SMIPA Provider Agreement