

| POLICY: Course Transfer Policy | |
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| Objective | The aim of this policy is to assist students who wish to finish their studies in a different course or study mode to their original enrolment. |
| Policy Name | Course Transfer |
| Policy No | STU07A |
| Associated Policies and Procedures | FIN03A_SDS_Refund Policy FIN03A_IDO_Refund Policy INT03A_CRICOS Refund Policy STU08A_SDS_Course Progression Policy STU08A_IDO_Course Progression Policy |
| Associated Documentation | SDS Enrolment Change Register SDS Course Transfer Checklist – SDS Internal SDS Course Transfer Checklist – SDS to IDO SDS to IDO Transfer Status Report SDS Course Transfer Application SDS Student Handbook IDO Enrolment Checklist – Transfer from SDS IDO Course Transfer Checklist – IDO to SDS IDO Course Transfer Checklist – IDO Internal IDO Course Transfer Application IDO Student Handbook |
| Standard | National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 1, Division 1: 1.1 Part 2, Division 1: 2.1 Part 2, Division 2: 2.3 |
| Authorised by | Nicole Watts |
| Date and Version | V1 01/07/2025 |

A course transfer is made available to simplify the process of withdrawing from one course and enrolling into another. Students may request to transfer to a different study mode across Sydney Design School and Interior Design Online or a different course. Students may undergo no more than one transfer during their enrolment. A course transfer is only valid for active enrolments, which excludes enrolments that were cancelled in line with the Course Progression Policy.

At the time of course transfer resulting in a withdrawal from the original course, students incur the cost of their original course as per the Refund Policy. This may result in fees still owing on the original course or a refund

available. If a refund is available, this may be transferred to the new course if applicable. No other transfer of fees is permitted. Fees are not transferrable to another student. If a student transfers into a course or study mode with a higher cost, they will be charged the balance of fees.

Students incur the cost of their original course in line with the Refund Policy. Fees are transferrable to another course only if the student is eligible for a refund upon withdrawal from the original course. Fees are not transferrable to another student. If a student transfers into a course or study mode of a higher cost, they will be charged the balance of fees.

Students may request to transfer into a different study mode to continue their current course. Requests to transfer into a timetabled class (on campus or Virtual Studio) are not guaranteed. Students will be waitlisted for their desired class and, if available, offered a place one week prior to the start of class. If a place is not available to be offered to the student, the student can choose to continue their course in their original study mode or withdraw from their course.

Students may transfer from a course with a higher AQF level into a course with a lower AQF level, for example from the Diploma of Interior Design into the Certificate IV in Interior Decoration. This is applicable if the student has decided they do not wish to finish the full qualification of their original enrolment.

If a student wishes to transfer to another course or study mode, they must contact the enrolment team to discuss their circumstances and options. The student can then complete a Course Transfer Application from the Student Hub on the eCampus which will be processed within 3 business days.