


<b>Policy title</b>	Policy Student Transfers	Year	2017
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## 1. PURPOSE OF THE STUDENT TRANSFER POLICY

This policy sets out the rules and guidelines relating to the management of students wishing to transfer to another **eta** region or to a different mode of learning.

## 2. STUDENT TRANSFERS

### 2.1 Transfers between regions and between modes of study

- 2.1.1 Students are able to transfer from one **eta** campus to another **eta** campus.
- 2.1.2 Students are able to change their mode of study within the same campus or between campuses.
- 2.1.3 Students are able to change their mode of study and transfer from a campus to distance learning or vice versa.
- 2.1.4 No administration fee is charged to the student for a transfer from one region to another. However, should the change in mode of study result in higher course fees, the student pays the additional cost to the region they are moving to.
- 2.1.5 Transfer from a contact mode (full time or part time) to distance learning within the first seven days of course commencement is not recommended. Students have access to the cooling-off period and can receive a refund if they wish to. If, however they wish to transfer then this policy applies.
- 2.1.6 Distance learning students registered on Payment Method 2 can apply to be transferred. The campus they are moving to can exempt the student from modules that have been completed successfully through distance learning
- 2.1.7 The campus charges the student a resource pack fee according to their needs and also charges for modules still required, calculating fees according to the RPL and Exemption policy.

### 2.2 Conditions for transfer and cost of tuition fees

- 2.2.1 All tuition fees must be up to date before a transfer is considered.
- 2.2.2 If there is a change in the mode of study and the new mode of study costs less, no additional fees are due.
- 2.2.3 If there is a change in the mode of study and the new mode of study costs more, the student must pay the difference in fees

2.2.4 If there is a change in the mode of study and a change of region, and the new mode of study costs more, the student must pay the difference in fees to the region they are transferring to.

2.3 Rules for applying a transfer

2.3.1 Students who wish to transfer must apply in writing to their regional manager of the original **eta** where they registered (not to the region they are transferring to). Please check the **eta** procedures for student transfers to clarify the internal transfer of fees. The following information is required for transfers

2.3.1.1 Proof of full payment of course fees (the region where they registered can send a digital statement from the **eta** student information system to the region the student is transferring to).

2.3.1.2 The reason for transfer request. No request for a transfer would be unreasonably withheld but it is important that the student consults with their originating region so that a meeting can be held to ensure that the transfer will benefit the student.

2.3.1.3 Date of required transfer.