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Policy Title	Change of Campus Policy and Procedure				
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Owner	Admission and Compliance Department		Approved by		CEO



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1. POLICY

ANIT Australia Pty Ltd T/A Albright Institute of Business and Language Albright offers study locations across Australia. With the availability of these locations, students may apply for a change of study location during a course of study, or prior to commencement date of an enrollment in addition to the initial enrolment stage.

2. PURPOSE

This policy outlines a procedure for change of location of an ELICOS Course OR VET Qualification. The request of the student will be assessed on the availability of the ELICOS Course or VET Qualification in the chosen Albright Institute's Campus. Approval of change of location requests is entirely at the discretion of Albright Institute.

3. SCOPE

This policy applies to all the prospective and current international students of Albright Institute.

4. POLICY

4.1 Mandatory Requirements

An application for a change of location of study is subject to availability of the ELICOS course and VET qualification in the chosen Albright Institute's campus.

Approval of change of location requests is entirely at the discretion of Albright Institute.

A change of location of study post initial enrolment will be allowed and accommodated only once for each student during their enrolment with Albright Institute. A change of location of study will be applicable to all current (if applicable) or chosen enrolments of a student.

If the student has various locations of study as part of their initial enrolment, a change of location will apply to the particular course of study chosen by the student only unless student requests for a change of location to be applicable to all the courses of their enrolment with Albright Institute.

Every application for change of location after the initial enrollment stage will have a non-refundable AUD \$300/- administration fee attached to it. This amount is payable by the student and the receipt is to be provided as part of the application of change of location before the request can be processed. The administration fee is non-refundable regardless of the outcome of the application.

If the price of the course is higher at the new destination of study, the difference must be paid by the student. If the price is lower than the original location, there will be no refund or change of payment plan available. Students are obliged to pay all the location related fees as per the new Letter of Offer issued during the process.

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If the new location has location specific non-tuition fee costs such as student ID card cost, they need to be paid by the student as part of the first installment.

Upon approval of a change of study location, a new offer will be issued for the student, which must be signed along with a new CoE with the new location and changes of fees (if applicable) displayed.

There will be no changes in the course duration or start and end date of the course, or a change in level of proficiency (applicable to ELICOS students) as a result of a change of location.

Due to the Change of Campus location, the student's timetable (days and timings) may change for the new location. The Timetable days, timings and the Units in VET qualification delivery may vary from campus to campus.

If a student is not satisfied with the outcome of their application for change of location, they may access the complaints and appeals process of Albright Institute. The forms and policies for complaints and appeals are available to the students via Albright Institute website <https://albrightinstitute.edu.au/forms-and-policies/>

4.2 Choosing various locations of study at the time of enrolment

Students may choose to study each of the courses of their choice at a different location and campus of Albright Institute. In that case, enrollments for each location must take place separately. This means the enrollment for the first location must be finalised with signing a Letter of Offer, making the payment to the relevant campus account and obtaining a CoE, and then the student can apply for a one or multiple courses at a different location following a full process of enrollment again.

1. A student cannot hold more than one Letter of Offer from Albright Institute at a time.
2. Albright Institute is unable to issue a Letter of Offer for multiple locations.
3. Albright Institute is unable to issue a New Letter of Offer prior to finalising any previous offers issued for the student unless a withdrawal of application confirmation is received.
4. Payments for each campus must be paid to the relevant campus account displayed on the Letter of Offer for the particular course and location.
5. Enrolments are subject to availability of the courses in the chosen location.
6. Prices may vary per course per location.

4.3 Change of Location prior to commencement of the course of study

A student of Albright Institute may choose to apply for a change of location of study, prior to commencement of the course. Albright Institute would be able to approve such a request under the below circumstances:

1. The course of study is available at the chosen location
2. The Student Centralised Request Form is received by Albright Institute administration Department at least a week prior to the course commencement date.
3. A change of location fee of \$300/- is paid to Albright Account and the receipt is provided.
4. Student will agree that a change of location may cause changes in timetable and fees applicable (tuition and non-tuition fees) and it is student's responsibility to check all the course delivery information prior to an application of change of location.
5. Not meeting any of the above requirements may result in the rejection of your application or delays.

4.4 Change of location during a course of study

A student at Albright Institute may apply to change the location of their course of study during the course. If so, the following conditions are applicable:

1. It is student's responsibility to check the timetable of the course at the new location prior to application. Once the administration fee (\$300/-) is paid and a change of location is processed, the enrolment will not be reverted, and the fee is non-refundable.
2. A change of campus will only be possible if the course is delivered in the chosen destination. A change of course only for the purpose of change of location will not have any refund attached to it.
3. Student must apply at least a month (30 days) prior to the desired change of location date to allow time for all submissions, and the rest of the paperwork. This is applicable only to students who apply for a change of location after the commencement date of the course.
4. A change of location of study can only take place from the beginning of a new unit.
5. All the previous units and possible re submissions must be completed and submitted at the original location by the student, and all results must be up to date prior to a move being authorised.
6. All fees must be clear to date.
7. After student has commenced studies at the new location, the hard copy of the file must be posted by administration department to the new location.
8. Not meeting any of the above requirements may result in the rejection of your application or delays.
9. Students should not make any travel arrangements or commit to changed location prior to finalizing the change of campus by obtaining a new COE with changed location

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5. PROCEDURE

An application of change of location of study post initial enrollment can take place by following the below procedure:

1. Student is to ensure the availability of the course at the location and check the timetable of the new course at the new location prior to submitting an application of change of location of enrolment;
2. Student is to fill in a Student Centralised Request Form and make a payment of \$300/- Administration fee and attach the receipt to the form. This is to be handed to/mailed to the administration department of Albright Institute. An application must be submitted at least 1 week prior to commencement date of the course or 30 days prior to the desired date for change of location during the studies.
3. Student is to make sure all the fees and submissions (if applicable) are up to date to avoid delays;
4. Albright Institute will review the application and inform student of the outcome, along with the date the change of location is applicable;
5. Student will receive a new Letter of Offer to be signed;
6. Student will sign the new Letter of Offer, and make a payment of all additional location related fees (if applicable);
7. Upon signing the new offer, student will receive a CoE for the course with the change of location implemented. Please note that there will be no changes in the course duration or start and end date because of a change of location;
8. An issuance of a CoE means the change of location is finalised. The trainers will be informed, and student would be able to attend the classes at the new location as per the relevant timetable from the approved date;
9. For Albright to be able to provide a new CoE, student is obliged to provide Albright Institute with a current residential address in the new location.

6. RESPONSIBILITY

The Admissions Team, COO and CEO are responsible for AIBL's adherence to the National Standards for Training Organisations and ESOS/NCP2018.

7. RELATED DOCUMENTS

Related Documents

- Student Centralised Request Form
- P&P-05 Complaints and Appeals Policy