

ATMC Professional Year – Transfer and Deferral Policy

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1. Purpose and Scope

The purpose of this policy is to ensure that transfers and deferrals within ATMC PY Programs are managed in a consistent and transparent manner and any requirements of the professional associations, on whose behalf ATMC PY delivers the Professional Year Program, are met.

This policy applies to all participants enrolled in ATMC PY Programs and all PY staff involved in the delivery of ATMC PY Programs.

Fees, charges, refunds, and withdrawals are addressed in PY'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 their program will need to follow the appropriate transfer and/or deferral process (including forms) relevant to their program, as outlined below.
- 2.1.2 All transfer/deferral requests must be submitted on a ATMC PY Class Transfer Application/Course Variation form in addition to any professional body forms as outlined below.
- 2.1.3 All requests will be subject to a non-refundable AUD\$125 (Inc. GST) ATMC PY administrative processing fee in addition to any other fee charged by the professional bodies. This fee is payable upon submission of the ATMC PY Transfer/Deferral request form.

Note: All participants enrolled in **ACS PY Program** will be required to pay all **ACS associated fees** as outlined in the **ACS Transfer Application form**. These fees are payable upon approval of the transfer/deferral request.

- 2.1.4 Requests should be made not less than 28 days prior to the start of the element to be deferred or start date at the new location, whichever is applicable.
- 2.1.5 The ATMC PY Student Support Team, on merit, assess each request. This may require escalation to the PY Operation and Compliance Manager on a case-by-case basis. Participants may be required to submit supporting evidence where applicable.
- 2.1.6 Interstate approvals of new location are at the discretion of the PY Operations and Compliance Manager and subject to Professional Body approval, where applicable.
Note: Approval by ATMC PY does not guarantee Professional Body approval (where required) and vice versa.
- 2.1.7 The participant's local ATMC PY office will provide a written response communicating the decision either approving or declining the transfer/deferral request.
- 2.1.8 Participants who take leave or relocate prior to the approval of their request to transfer/defer will be considered as being withdrawn from their Program and their grade will be recorded as 'Not Satisfactory'.

2.2 Australian Computer Society (ACS) (ICT Participants)

2.2.1 ICT Participants Transfer and Deferrals Policy

- An ACS Transfer Application Form will need to be completed and this should include the participant's reason for transfer/deferral. This form can be obtained from the participant's local ATMC PY office.
- The participant must ensure that their current visa condition(s) permits and covers them to remain in Australia until the end of the program extended date as stated on the agreement letter.
- **Note:** Transfer/deferral requests will **NOT** be approved if it extends the total course duration beyond six (6) months after the initial Program ends date. This may be subject to ACS assessment and approval.
- Once completed the form is returned to ATMC PY who will forward to the ACS on the participant's behalf.
- AUD\$126.50 (Inc. GST) ACS administration-processing fee applies to all ACS transfer/deferral requests and needs to be paid to ATMC PY.
- Payment does not guarantee the application will be approved by ACS.
- Transfer/deferral requests received within 14 days of or after the ACS PE online component has commenced will be charged AUD\$990 (Inc. GST) PE Cohort Transfer Fee and participants will need to repeat the PE online component from the beginning.
- **Note:** Approval by ACS does not guarantee approval by ATMC PY.

2.3 Accounting Professional Year Program (APYP)

2.3.1 Accounting Participants Transfers and Deferrals Policy



- ATMC PY Class Transfer Application/Course Variation form will need to be completed by all APYP participants. This form can be obtained from the participant's local ATMC PY office. Once completed the form is to be returned to the ATMC PY office.
- **Note:** Transfer/deferral requests will **NOT** be approved if it extends the total course duration beyond the listed course limit.
- The participant must ensure that their current visa condition(s) permits and covers them to remain in Australia until the end of the program extended date as stated on the agreement letter.

3. Responsibilities

- The **Head of Professional Year** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation
- The **PY Operations and Compliance Manager** is responsible for ensuring that all PY participants and PY employees are aware of this Policy and their responsibilities defined herein.
- **PY participants** and **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
- APYP – Accounting Professional Year Program
- ATMC PY – Australian Technical Management College Professional Year Program
- Participant – Program student
- GST – Goods and Services Tax
- Deferral – the delay in commencement of a component of the 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. This may or may not include a move to a new location.

5. Reviews

This Policy is reviewed every twelve (12) months by the relevant manager to ensure alignment to appropriate strategic direction and its continued relevance to ATMC PY's current and planned operations.



6. Related documents

- Students Handbook
- ATMC PY Fees and Charges, Refunds and Withdrawals Policy
- ACS Student Management and Admissions Framework v2.0 Feb 2020
- ACS Transfer Application Form
- ATMC PY Class Transfer Application Form
- ATMC PY Course Variation Form

7. Document Management

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