

Melbourne Metropolitan College

&

Langford English College

Change of Campus Location Policy

Table of Contents:

1. POLICY	3
2. PURPOSE	3
3. SCOPE	3
4. POLICY	3
5. PROCEDURE	5
6. RESPONSIBILITY	6
7. RELATED DOCUMENTS	6

1. POLICY

Active Transition Training Pty Ltd, Melbourne Metropolitan College and Langford English College offer 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 study subject to availability of the course and level of proficiency (applicable to ELICOS students) of study at the chosen

location, and number of available vacancies among other requirements. Approval of change of location requests is entirely at the discretion of Melbourne Metropolitan College and Langford English College.

3. SCOPE

This policy applies to all prospective and current international students of Melbourne Metropolitan College and Langford English College.

4. POLICY

An application of change of location of study is subject to availability of the course and level of proficiency (applicable to ELICOS students) of study at the chosen location, and number of available vacancies among other requirements. Approval of change of location requests is entirely at the discretion of Melbourne Metropolitan College and Langford English College.

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 apply 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 the student requests for a change of location to apply to all the courses of their enrolment with Melbourne Metropolitan College and Langford English College.

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.

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 number of holiday weeks (applicable for ELICOS students), or a change in level of proficiency (applicable to ELICOS students) as a result of a change of location.

If a student is not satisfied with the outcome of their application for a change of location, they may access the complaints and appeals process of Melbourne Metropolitan College and Langford English College. The forms and policies for complaints and appeals are available to the students via Melbourne Metropolitan College and Langford English College's website.

4.1 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 Melbourne Metropolitan College and Langford English College. In that case, enrollments for each location must take place separately. This means the enrollment for the first location must be finalized by 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 Melbourne Metropolitan College and Langford English College at a time.
2. Melbourne Metropolitan College and Langford English College is unable to issue a Letter of Offer for multiple locations.
3. Melbourne Metropolitan College and Langford English College is unable to issue a new Letter of Offer before finalizing 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.

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

A student of Melbourne Metropolitan College and Langford English College may choose to apply for a change of location of study, before commencement of the course. Melbourne Metropolitan College and Langford English College 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 "Request of Change of Campus Location form" is received by Melbourne Metropolitan College and Langford English College support department at least a week prior to the course commencement date.
3. 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.
4. Not meeting any of the above requirements may result in the rejection of your application or delays.

4.3 Change of location during a course of study

A student of Melbourne Metropolitan College and Langford English College 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.
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 before a move being authorized.
6. All fees must be clear to date.
7. Not meeting any of the above requirements may result in the rejection of your application or delays.

5. PROCEDURE

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

1. The student is to ensure the availability of the course at the location and check the timetable of the new course at the new location before applying change of location of enrolment;
2. Students are to fill in a "Request of Change of Campus Location" form. This is to be handed to/emailed to the administration department of Melbourne Metropolitan College and Langford English College. An application must be submitted at least 1 week before the commencement date of the course or 30 days before the desired date for a change of location during the studies.
3. The student is to make sure all the fees and submissions (if applicable) are up to date

5

to avoid delays;

4. Melbourne Metropolitan College and Langford English College will review the application and inform students 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 Melbourne Metropolitan College and Langford English College to be able to provide a new CoE, student is obliged to provide with a current residential address in the new location.

6. RESPONSIBILITY

The Admissions and Support Team, COO and CEO are responsible for Melbourne Metropolitan College and Langford English College adherence to the National Standards for Training Organisations and ESOS/NCP2018.

7. RELATED DOCUMENTS

Related Documents

Request of Change of Campus Location
Complaints and Appeals Form
Complaints and Appeals Policy