



Melbourne Metropolitan College & Langford English College

PPI7 MMC Change of Campus Location Policy and Procedure



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1. TABLE OF REFERENCE

Distribution	All staff and students
Related Entities	Active Transition Training Pty Ltd trading as: <ul style="list-style-type: none"> Melbourne Metropolitan College Langford College
Related Documents	<ul style="list-style-type: none"> Refund Application Form MMC_PPI23_Students_Complaints_and_Appeals_Policy_and_Procedure_V.3_2024 MMC_PPI4_Assessment_Policy_and_procedure_V.3_2024 MMC_PPI13_Course_Progress_Policy_and_Procedure_V.3_2024 Student Handbook – International Request of Change of Campus Location Form Complaints and Appeals Form
Statutory References	<ul style="list-style-type: none"> National Vocational Education and Training Regulator Act 2011 Standards for RTO's 2015 National Code of Practice 2018 Standard 8 ESOS Act 2000
Legislative Context	<ul style="list-style-type: none"> Commonwealth Human Rights and Equal Opportunity Commission Act 1986 Commonwealth Disability Discrimination Act 1992 Commonwealth Disability Standards for Education 2005

2. POLICY

Melbourne Metropolitan College, and Langford English College provide study opportunities across various locations in Australia. These locations offer flexibility for students to request a change in their study location either during their course or before the commencement of enrollment, beyond the initial stage.

3. PURPOSE

This policy outlines the process for changing study locations, contingent upon course availability, proficiency level (relevant to ELICOS students), and available vacancies at the desired location, among other criteria. Approval of these requests is solely at the discretion of Melbourne Metropolitan College (MMC) and Langford English College (LEC).

4. SCOPE

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

5. POLICY

Requests for changing study locations are contingent upon various factors such as course availability, proficiency levels (relevant to ELICOS students), and available vacancies at the desired location. Approval of such requests is solely at the discretion of Melbourne Metropolitan College and Langford English College.

A change in study location following initial enrollment will be considered and facilitated only once for each student during their tenure with Albright Institute. This change will apply to all current or chosen enrollments of the student, if applicable.

6. SELECTING DIFFERENT STUDY LOCATIONS DURING ENROLLMENT

During enrollment, students have the flexibility to choose various study locations offered by MMC and LEC for their preferred courses. If opting for multiple locations, each enrollment must be completed separately. This involves finalising enrollment for the initial location by signing a Letter of Offer, making payment to the relevant campus account, obtaining a COE, and then proceeding with subsequent location enrollments.

1. A student cannot possess more than one Letter of Offer from Melbourne Metropolitan College and Langford English College simultaneously.
2. Melbourne Metropolitan College and Langford English College are incapable of issuing a Letter of Offer for multiple locations.
3. Melbourne Metropolitan College and Langford English College cannot issue a new Letter of Offer until any previous offers issued for the student are finalised, unless a confirmation of withdrawal is received.
4. Payments for each campus must be made to the relevant campus account specified on the Letter of Offer for the course and location.
5. Enrollments are contingent upon the availability of courses at the chosen location.
6. Prices may vary for each course and location.

7. CHANGE OF LOCATION BEFORE COURSE COMMENCEMENT

Students of Melbourne Metropolitan College and Langford English College have the option to request a change of study location before the start of their course. Such requests may be approved by Melbourne Metropolitan College and Langford English College under the following conditions:

1. The desired course of study is available at the chosen location.
2. The "Request of Change of Campus Location form" is submitted to the support department of Melbourne Metropolitan College and Langford English College at least one week prior to the course commencement date.
3. Students acknowledge that a change of location may result in alterations to the timetable and applicable fees (both tuition and non-tuition), and it is the student's responsibility to review all course delivery information before submitting a location change request.
4. Failure to meet any of the above requirements may lead to the rejection of the application or delays in processing.

8. CHANGE OF LOCATION DURING COURSE

Students enrolled at MMC and LEC may seek to relocate their course of study while it is ongoing. In such cases, the following conditions apply:

1. Prior to applying, students must review the timetable of the course at the new location.
2. A change of campus is feasible only if the course is offered at the desired destination. Switching courses solely for the purpose of changing location does not entail any refund.
3. Students must submit their application at least one month (30 days) before the intended date of relocation to allow sufficient time for processing and paperwork. This requirement applies specifically to students requesting a location change after the course commencement date.
4. Relocation of study can only occur at the commencement of a new unit.
5. Before authorisation for relocation, students must complete and submit all previous units and any potential resubmissions at the original location, ensuring all results are up to date.
6. All outstanding fees must be settled.
7. Failure to meet any of these requirements may lead to the rejection of the application or delays in processing.

9. PROCEDURE FOR CHANGE OF LOCATION

To request a change of study location following initial enrollment, adhere to the following procedure:

1. Ensure course availability at the desired location and review the new course timetable before applying for a location change.
2. Complete a "Request of Change of Campus Location" form and submit it to the administration department of MMC and LEC. Applications must be submitted at least one week before the course commencement date or 30 days before the desired relocation date during studies.
3. Ensure all fees and submissions are up to date to prevent delays.
4. Melbourne MMC and LEC will review the application and communicate the outcome, along with the effective date of the location change.
5. Upon approval, you will receive a new Letter of Offer for signature.
6. Sign the new Letter of Offer and settle any additional location-related fees, if applicable.
7. Upon signing, you will receive a COE reflecting the course with the updated location. Note that the course duration, start, and end dates remain unchanged due to the location change.
8. The issuance of the COE finalises the location change. Trainers will be notified, and you can attend classes at the new location according to the approved timetable from the specified date.
9. To facilitate the issuance of a new COE, provide a current residential address in the new location to MMC and LEC.

10. REVIEW DATE

12 months from the date of this version, or as required.

11. REVISION CONTROL

Version Number	Date	Reason for change	Prepared By	Approved By
V.3	10/06/2024	Updated and improved	RTO Manager (SC)	CEO (HH)
V.3.1	01/07/2024	Revised	RTO Manager (SC)	CEO (HH)