

Course Transfer, Extension and Deferral Policy

Document Owner	Chief Executive Officer		
Responsible Officer	RTO Manager		
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Related Documents	<i>BTS Student Enrolment Agreement</i> <i>Schedule of Administrative Fees</i> <i>Admissions and Enrolment Policy</i> <i>Variation to Enrolment Form</i> <i>Special Consideration Policy</i>		
Version	Authorised by	Approved	Effective Date
1.0	Chief Executive Officer	10/04/2025	14/04/2025

1. Context

Barrington Training Services (BTS) recognises that students may, from time to time, experience changes in their personal, financial, or academic circumstances that may impact their ability to continue their studies as initially planned. This policy outlines the conditions and procedures under which students may request a course transfer, course extension, or deferral of studies.

This Policy ensures that BTS manages all course variations in accordance with the Standards for RTOs and maintains the integrity of enrolment records while supporting students through flexible learning arrangements when appropriate.

2. Definitions

Refer to the *Explanation of Terms* document.

3. Scope

This policy applies to all students enrolled in nationally recognised training (NRT) courses delivered by BTS. It applies to requests for Course Extensions, Course Deferrals, and Course Transfers.

This policy applies to all BTS staff involved in processing enrolment variations and supporting students through their learning journey.

4. Principles

The following principles underpin BTS's approach to managing course transfers, extensions, and deferrals:

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- **Student-Centred Approach.** BTS is committed to supporting students through flexible learning options that accommodate individual circumstances while maintaining academic integrity and regulatory compliance.
- **Transparency and Fairness.** All applications for course variations are assessed fairly, consistently, and transparently, based on the evidence provided and in accordance with this policy and relevant legislation.
- **Compliance with Regulatory Requirements.** All course variation decisions will be made in accordance with the *Standards for RTOs*, the Australian Qualifications Framework (AQF), and any applicable training package or regulatory requirements.
- **Responsibility and Accountability.** Students are responsible for managing their progress and ensuring requests for changes are made promptly. BTS staff are responsible for providing clear guidance and maintaining accurate records of all enrolment variations.
- **Fee and Financial Integrity.** Course variation requests are conditional upon all fees being up to date. Additional administrative or course-specific fees may apply as outlined in the *Schedule of Administrative Fees*.
- **Timeliness and Communication.** Students must submit requests before the relevant course expiry date or within applicable timeframes. BTS will ensure timely communication regarding the outcome of all applications.
- **Academic and Operational Impact.** All course variation decisions will take into account the impact on course delivery, trainer availability, resource allocation, and any potential changes to the course structure or content.

5. Policy details

- a) Students must complete their course (including submission of all assessments and completion of all work placement) before the expiry date for their course, as outlined in their confirmation of enrolment (**Maximum Duration**).
- b) BTS supports student access to course variation options where reasonable and supported by documentary evidence.
- c) All applications must be submitted using the appropriate **Variation to Enrolment** request form available on the BTS website under the Student Information page.
- d) Applications will only be considered where students:
 - Are up to date with all Course Fee payments; and

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- Pay any applicable Administrative Fees as per the ***Schedule of Administrative Fees***.
- e) All decisions in regard to any variation of enrolment requests are made in alignment with the training package requirements and the current delivery status of the course.
- f) Variation to enrolment approval is at the discretion of BTS and is subject to availability, regulatory compliance, and the student's individual circumstances.

5.1. Course extension

- a) Students may apply for an extension of their course duration if they require more time to complete their studies. The following conditions apply:
 - i. The request must be made **before the course expiry date**.
 - ii. Meeting the requirements outlined in Section 5 of this policy.
 - iii. Extensions of **up to 6 months** may be granted if:
 - The student has not previously received a total of 6 months of extensions.
 - There are no material changes to the training package.
 - The course is not in a teach-out period.
 - The Course Extension Fee is paid in full.
- b) Extensions beyond 6 months may be granted at BTS's discretion under exceptional circumstances, consistent with this policy and the ***Special Consideration Policy***.

If the course extension request is approved, the student's expected end date will be adjusted, and this change will be recorded in the Learning Management System and the student's Training Plan.

5.2. Course deferral

- a) Students may apply to **temporarily defer (or pause)** their studies for **up to 6 months** in the event of unforeseen difficulties or changing circumstances impacting their ability to continue. The following conditions apply:
 - i. Submission of a variation to enrolment request in accordance with Section 5 of this policy.
 - ii. Provision of a **proposed return date**.
 - iii. Payment of all outstanding fees at the time of application.

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- iv. Course deferral requests must be made **before** the absence from study and **before** the course expiry date.
- b) If the course deferral request is approved, BTS may:
 - i. Extend the student's **Maximum Duration** by up to 6 months (provided there is no teach-out period on your course or material changes to the training package).
 - ii. Agree to an **alternative payment plan** with the student, which may include deferral of instalments for up to 3 months; and/or
 - iii. Provide the student with additional academic and learning support services, if required.

5.3. Course transfer

- a) Students may apply to transfer to another course offered by BTS within the first 3 months of their Enrolment Agreement Date. The following conditions apply:
 - i. Submission of a variation to enrolment request in accordance with Section 5b of this policy.
 - ii. Meeting the requirements outlined in Section 5c of this policy.
 - iii. The Transfer Course needs to be accepting new enrolment.
 - iv. The student has not already transferred into their current course from another course
 - v. Approval is contingent on course availability and alignment with the student's learning goals and skill levels.
 - vi. As part of the course transfer process students will be required to discuss the Transfer Course with the BTS Administration Team to ensure that the Transfer Course is suitable, and the student meets the Transfer Course's requirements.
- b) All approved course transfers will be processed in accordance with BTS's Admissions and Enrolment Policy, this includes students meeting all entry requirements (as listed in the Course Info Pack and on the BTS website) for the Transfer Course, including holding any prerequisites for the Transfer Course.
- c) Transferred courses may be subject to updated course fees and course durations (Maximum Duration).
- d) If the standard course fees for the Transfer Course are:

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- i. higher than the current course fees, then the student will be required to pay the difference, either in full upfront or as part of a revised payment schedule for payment by instalment; or
 - ii. lower than the current course fees, then the difference will be provided to the student by way of a credit note towards any other suitable course offered by BTS.
- e) Course fees will not be refunded as a result of a course transfer, nor will the student be eligible for any refund of recognition of prior learning application fees.
- f) BTS reserves the right to refuse a course transfer request, including where the student does not meet the requirements of this policy.
- g) Enrolments are personal to each student and cannot be transferred to another individual.

5.4. Special Consideration

Students experiencing exceptional and ongoing circumstances, such as serious illness, personal trauma or hardship, that are likely to significantly impact their ability to complete their course or meet future financial obligations to BTS, may be eligible to apply for Special Consideration. The Special Consideration Policy is available on the BTS website under the Student Information page.

6. Breaches

If a student or staff member is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant Code of Conduct and Misconduct Procedure.

7. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant Complaints and Appeals Policy, which can be accessed from the BTS website.

Document History:

Version	Date	Author	Reason	Sections
0.1	9/04/2025	Ivan Negro	Document Creation	All
1.0	10/04/2025	Jennifer Willis	Document Approval	All
1.0	10/04/2025	Allen Barry	CEO Endorsement	All

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