

Policies and Procedures - Transfer between campuses

It is Langports policy to assist its students to make multi-campus enrolments in advance or to transfer their enrolment when in Australia between any of the 3 Langports campuses. To facilitate this Langports offers a \$100 travel voucher per student to help with the inter-campus travel costs.

Multi-campus enrolments in advance:

- ✿ These can consist of any combination of weeks in the different campuses – minimum 2 weeks.
- ✿ There is only one enrolment fee irrespective of whether the enrolment is for 2 or 3 campuses
- ✿ There is only one accommodation placement fee if there is accommodation required in more than one destination.

On-shore campus transfers (After student has commenced):

- ✿ Transfers can only be processed and confirmed if the student has no outstanding fees.
- ✿ The minimum period of study at subsequent campuses will be 4 weeks
- ✿ No enrolment fee will be charged
- ✿ Any accommodation placement fee will be 50% of the normal fee if Langports arranged accommodation is required and there has been no extension of enrolment weeks – minimum 4 weeks.

✿ Fee differences on published tuition fees between the campuses will apply – additional charges if going from Brisbane or Gold Coast to Sydney and a refund will apply if going from Sydney to Brisbane or Gold Coast.

If the student enrolled at Langports with a promotion that was only applicable at one campus, then they will need to pay the difference in fees between the promotional rate and the standard rate for that country for the remainder of their enrolment in the new campus.

✿ If a student completes the transfer paperwork and the transfer is processed, but then the student changes their mind and stays at the original campus a processing fee of \$100 will be charged.

✿ If a student undertakes a campus transfer but then wishes to return to the original campus without extending their enrolment then they will incur an admin charge of \$100 and an accommodation placement fee will apply if applicable. If the student is extending their enrolment to do this then the admin fee does not apply.

Where a student that is Under 18 requests a Campus Transfer this can only be considered with written parental approval.

Policy conditions for a student to be eligible for the Travel voucher:

If the initial enrolment is multi-campus, then the following conditions apply:

- ✿ Maximum of 1 voucher per transfer.
- ✿ Minimum period of study at each campus is 4 weeks

If the transfer occurs when the student is actually at Langports then the following, additional conditions apply:

- ✿ Students need to give a minimum of 2 weeks notice of their intention to transfer
- ✿ Students studying a closed course are unable to transfer campuses during the closed course.
- ✿ Fee differences between the campuses will apply – additional charges if going from Brisbane or Gold Coast to Sydney and a refund will apply if going from Sydney to Brisbane or Gold Coast.
- ✿ There must be a minimum of a 4 week enrolment extension in order to receive a travel voucher
- ✿ The student may return to the initial campus they transferred from, under the conditions above. The cost of moving between campuses a second time will be incurred 100% by the student.

