



Transfer Policy and Procedures

This document should be read in conjunction with the Definitions for Use with Trainee Policies and Procedures

IPLS recognises that from time to time a trainee may wish to transfer between intakes for personal reasons. At all times, such a request is at the discretion of the National Director and subject to any fees applicable. (A transfer is separate to withdrawing from the course which is dealt with under the IPLS Withdrawal Policy.)

- A trainee may transfer from one intake to another ONCE only following the commencement of study.
- All transfers are subject to space being available in the subsequent intake to which the trainee wishes to transfer.
- A trainee may transfer to another intake before they commence study at no cost.
- Once a trainee commences study, the trainee can only transfer to a subsequent intake after all the participation requirements and relevant assessment for the seminar in which the trainee is currently enrolled, have been completed. If the trainee has not met the participation requirements at the time the trainee makes the request to transfer, the transfer may not be approved, or if approved, may be subject to the IPLS policy on non-participation.
- Once a transfer is approved, the trainee must pay the relevant transfer fee and ensure the new intake enables the trainee to complete the entire course within 12 months from the original course start date.
- Where a trainee does not complete the course within 12 months of the original course start date, the National Director may require the trainee to pay the full fee to complete the entire course at a later date.

Credit recognition when transferring

- IPLS allows trainees transferring from one intake to another as per the stated terms above, to retain credit for work already achieved. In other words, IPLS recognises seminars successfully completed and allows trainees to transfer credit and grades for such seminars.
- However, if a trainee withdraws, or is withdrawn, from the course completely, no recognition for prior learning applies. Should the trainee enrol in a new course at a later date, he/she must complete the course in its entirety.

The transfer procedure

1. **Prior to the course commencing**, the trainee emails the Enrolments Manager with details of the transfer request and reason/s. Subject to availability, the Enrolments Manager will action the request and advise the trainee of the new intake start date.

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2. If the trainee has commenced study, the trainee must complete and send the Trainee Universal Application form to IPLS for approval by the National Director. The National Director will consider the request and notify the trainee of the decision along with any conditions attached.

This policy was reviewed: July 2021