

- ☐ I have read and understood the
- PP38 Transition Policy and Procedures
 - PP05 Refund Policy and Procedure
 - PP16 Deferring, Suspending or Cancelling the Student Enrolment Policy and Procedure

Part A: information to students

This form is to be completed by the student in order to give SCEI consent to transition them from a superseded qualification to the current qualification.

The Training Package, which contains your current qualification (course), has changed. There is a transition period where you can complete your current qualification or agree to transition and complete the new qualification.

If you have been completing the course for a long period of time and you are nearing completion of your qualification, we may recommend that you finalise the qualification, however, you may choose to upgrade your qualification to the new version.

If you have commenced or completed a few units of competency, we recommend that you transition to the new qualification as it becomes available. We can assist you in determining the best pathway for you by reviewing the units of competency you have commenced or completed and those that you still need to complete.

Upgrading to the new version may involve:

- participating in a Recognition of Prior Learning (RPL) or Credit Transfer (CT) process to attain any units of competency that have been changed
- completing all units of competency in the new qualification
- prolonging the duration of completion of the qualification
- applying for an extension of your visa (International students)
- applying for an extension to your OHSC cover (International students)

If you do not wish to transition to the new qualification, please note:

- you may choose to continue your studies until the end of the teach-out period. At this point, if you have:
 - completed all components of the course you will be issued with a Certificate.
 - not completed all components of the course your enrolment will be canceled and you will be issued with a Statement of Attainment for the units you have completed.
- you may choose to withdraw from the course and apply for a refund of unspent pre-paid tuition fees as per the PP05 Refund policy and procedure.

Please consider all the information you have been provided about transitioning to the new qualification before making a decision on which pathway.

Part B: Student Details

Date		Student ID	
Student First Name		Student Last Name	
Student DOB		Student Contact Details	

Part C: Course/Program Transition Details

Current Course/Program Code and Name	CHC30113 Certificate III in Early Childhood Education and Care CHC50113 Diploma of Early Childhood Education and Care
New Course/Program Code and Name	CHC30121 Certificate III in Early Childhood Education and Care CHC50121 Diploma of Early Childhood Education and Care



Part D: Student Agreement

- ☐ **agree to transition** from Qualification A to Qualification B in the Southern Cross Education Institute and understand I will be issued with
- ☐ issuance of a new eCOE (International students)
 - ☐ issuance of a new Training Plan
- ☐ **do not wish to transition** to Qualification B and am aware that I am entitled to get full refund of unspent pre-paid tuition fees in accordance with the refund policy of the Southern Cross Education Institute, if I am unable to complete the course within the teach-out period.

Student Name

Date

Student Signature

Part E: Form Submission

Email:

- welfare.melbourne@scei.edu.au (Melbourne Campus)
- welfare.adelaide@scei.edu.au (Adelaide Campus)

Ensure that all the supporting documents (if applicable) are attached with this application.

Part F: Office Use Only

Request processed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Confirmation of Enrolment (CoE) on PRISMS updated	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notify Student by Email	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paradigm Record Update	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature		
Date		