



## Transfer of Students between Registered Providers Policy & Procedure

### 1. Policy

This policy/procedure supports ESOS Standard 7 – *Transfer between registered providers of the National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007.*

AITI is restricted from enrolling/transferring international students prior to completing 6 months of their principal course of study. This means AITI is unable to knowingly enrol an international student transferring to AITI who has not completed at least 6 months of their initial principal course without meeting specified criteria outlined in the ESOS National Code.

This policy details the procedures for assessing applications to transfer within this period. The procedures outlined below will ensure that AITI does not enrol any transferring international student prior to the first 6 months of their principal course being completed, unless that student has a valid letter of release agreeing to such a transfer. If a valid letter of release is supplied, the below procedures will be implemented.

Students who have studied a particular course longer than a period of 6 months can apply as normal and no letters of release need to be sighted.

The following procedures have been separated into 'Incoming students' and 'Outgoing students.'

### 2. Procedure

Any requests that are received in relation to a student wishing to transfer education providers shall be the responsibility of the Operations Manager. The Operations Manager shall assess the applications to transfer education providers and conclude an outcome based on the following procedure.

#### Incoming Students

The following procedure is relevant to any student who applies for a course within AITI and is currently studying on-shore with another registered provider.

For this procedure to be completed the applicant must indicate the transfer request (i.e. by filling up AITI's Course Application Form) declaring their intent to transfer to AITI, along with a certified/original sighted copy of their Passport and other relevant document(to look up PRISMS) to the Student Administration Department (i.e. Admissions Officer, Operations Manager or Marketing Officer). Once this information is obtained the following steps are taken:

- i. The application is to be immediately sent to the Admissions Officer, who will access the student's information via PRISMS and will ascertain if the length of studies completed in the student's current principal course of study is greater than 6 months. The Admissions Officer will also use the copy of the student visa in the passport to ascertain what the principal course is and when they arrived in Australia.
- ii. Print a copy of the PRISMS record and attach to the student application.
- iii. Complete relevant sections of the *Student Transfer – Application Register*
- iv. Inform the Operations Manager an application has been received and present associated documentation

The Operations Manager will then assess the application:

- i. If they have completed more than 6 months of their principal course of study, the application process proceeds as for all international students.
- ii. Where a student has **NOT** completed 6 months of their principal course of study, they are asked to provide an appropriate letter of release in support of their application.

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- iii. To support the application they can be provided with a *Conditional Letter of Offer* which clearly states that an offer of a place is contingent on their obtaining a letter of release.  
Please note: *if they are in receipt of a Government scholarship, they should provide written support from the government agreeing to the change which will stand in lieu of any letter of release.*
- iv. If such a letter of release is received and the student has no outstanding fees to be paid to the prior institution or other outstanding matters of concern, within 2 working days, the application proceeds as for all international applicants.
- v. If no satisfactory letter of release is obtained from such students, the application process is halted and the student informed that they are unable to transfer at this time. They are welcome to re-activate their application when the 6 month period has passed.
- vi. Complete the relevant sections of the *Student Transfer – Application Register*
- vii. Note that in the very rare circumstances where the original institution or course has ceased to be registered, or sanctions have been placed on the original institution by the Australian government which do not allow the student to continue with the course, no letter of release is required. Evidence of this occurrence would need to be placed in the student file.

### Outgoing Students

The following procedure is relevant to those students wishing to transfer to another education provider prior to completing six (6) months of their principal course of study.

- i. Students make a written request (i.e. email or filling up relevant AITI Forms) to the Student Administration Department (i.e. Admissions/Admin Officer, Operations Manager or Marketing Officer) to transfer to another provider, which is received by the Admissions/Admin Officer. The only reasons a *Release Letter* can be issued is if:
  - AITI has cancelled/ceased to offer the students program (letter from AITI supplied)
  - If they are a Government sponsored student (written confirmation from sponsor required) and the Government sponsor considers the change to be in the students best interest
  - Exceptional circumstances (documentation required to support circumstances and a letter of offer from another provider is required.)
- ii. The Admissions Officer will ask the student to provide a valid *Offer of Enrolment* from the new provider authenticating the transfer and the student is able to justify the benefits of transferring from their current course of study.
- iii. Upon receipt of a valid *Offer of Enrolment* from the new provider, the Admissions will complete the relevant sections of the *Student Transfer – Application Register* and notify the Operations Manager

The Operations Manager will then:

- iv. Assess the application to transfer by checking the following points:
  - Ensure any outstanding fees are paid
  - Ensure the student is fully aware of all issues relating the transferring of providers.
  - Check student records to ensure the student is not trying to avoid being reported to the appropriate government agency(s) due to lack of course progress or poor attendance records.
- v. Once the above points have been addressed, the Operations Manager will notify the Admissions Officer to generate a *Letter of Release* to be granted at no charge to the student. The student will also be advised of the need to contact Department of Immigration and Border Protection (DIBP) and obtain a new visa if the course they transfer to is not a Higher Education or VET course. Any issues will be reported to the PEO.

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- vi. Complete the relevant sections of the *Student Transfer – Application Register*
- vii. The Admissions Officer must then report the student's termination of studies to the appropriate government agency(s) via PRISMS
- Where the transfer is not in the best interest of the student, the request to transfer to another RTO will be refused. Reasons for refusal may include but are not limited to:
  - New course outcome is not suitable to student situation
  - New course location is not suitable
  - Provider is not a CRICOS registered provider
  - The welfare of the student may be compromised
- This decision of the appropriateness of the transfer will be made by the Operations Manager, who will notify the Admissions/Admin Officer to dispatch a *Letter of Refusal to Transfer* to provide details the outcome to the student in writing
- The above process should not take more than 2 working days once the student has provided the necessary documentation.
- All documentation (requests, considerations, decisions and copies of letters of release) should be placed on student's file.
- The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the refund policy independent of this policy.

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