



**Angad Australian Institute  
of Technology Pty Ltd**  
Careers Created Here

# POLICY AND PROCEDURE

## TRANSFER OF STUDENTS BETWEEN PROVIDERS

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#### Policy

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

From July 2007, providers are restricted from enrolling transferring students prior to the student completing 6 months of their principal course. This policy details the procedures for assessing applications to transfer within this period. Students who have studied longer than this period can apply as normal and no letters of release need to be sighted or produced.

The policy of ANGAD Australian Institute of Technology is to ensure that it does not enrol any transferring international student prior to the 6 months of their principal course being completed unless that student has a valid letter of release agreeing to such a transfer and the below procedures will be implemented.(Ref: ESOS Standard 7)

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

#### 1. PROCEDURE

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

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## 2.1 Incoming students

The following procedure is relevant to any student who applies for a course within the ANGAD Australian Institute of Technology and is currently studying on-shore with another registered provider.

For this procedure to be completed the applicant must provide their passport and a copy of their Student Visa (to look up on PRISMS). Once this information is obtained the following steps are taken:

2.1.1 Admissions Officer accesses the student information via PRISMS to ascertain that the length of studies completed in their current principal course of study is greater than 6 months. Copy of student visa is used to ascertain what the principal course is and when the student did arrived in Australia.

2.1.2 If they have completed more than 6 months of their principal course of study, the application process proceeds as for all applicants.

2.1.3 Where a student has **NOT** completed 6 months of their principal course of study, student is asked to provide an appropriate letter of release in support of their application.

2.1.4 To support their application, students may be provided with a 'Conditional' Letter of Offer (Appendix A) which clearly states that an offer of a place is contingent on their obtaining a letter of release.

*Note, If a student is in receipt of Government scholarship, student should provide written support from the government agreeing to the change*

*which will stand in lieu of any letter of release.*

2.1.5 If such a letter of release is received and the student has no outstanding fees to be paid to the previous institution or other outstanding matters of concern, the application proceeds as for all applicants.

2.1.6 If no satisfactory letter of release is obtained from such students, the application process is halted and the student is informed that they are unable to transfer at this time. They are welcome to re-activate their application when 6-month period has passed.

(Note; in a very rare circumstances where the original institution or course has ceased to be registered, or sanctions have been placed on the original institution by an Australian government which do not allow the student to continue with the course, no letter of release is required. Evidence of this occurrence, however, would be needed to be placed in the student file.)

## 2.2 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.

2.2.1 Students make a written request (e-mail is acceptable) to Admissions Officer to transfer to another provider. Given below are reasons for a 'release letter' to be issued:

- ANGAD Australian Institute of Technology has cancelled/ceased to offer

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your program (letter from ANGAD Australian Institute of Technology supplied)

- Government sponsorer considers the change to be in your best interest, if you are a sponsored student (written confirmation from sponsorer is required)

Exceptional circumstances (documentation required to support circumstances and a letter of offer from another provider is required). Exceptional circumstances may include the following:

The transfer is perceived as being favourable to the student's safety, welfare and well-being.

The transfer is perceived to enhance educational prospects of the student.

The student was not given correct advice about the course by the agent.

2.2.2 The student is asked to provide a valid 'offer of enrolment' from the new provider authenticating the transfer and indicating the benefits of transferring from their current course of study.

2.2.3 In assessing the application to transfer, the Admissions Officer will check the following points:

Ensure any outstanding fees are paid

Ensure the student is fully aware of all issues relating to transfer between registered providers.

Check student records to ensure the student is not trying to avoid being

reported to DIBP due to lack of course progress.

2.2.4 Once the above issues have been addressed by the Admissions Officer, a 'Letter of Release' (Appendix B) will be granted at no charge to the student. The student will also be advised of the need to contact DIBP and obtain a new visa if the course they transfer to is not a Higher Education / VET course. Any issues will be reported to the CEO.

2.2.5 The Admissions Officer must report the student's termination of studies via PRISMS

#### **Please Note:**

- The above process will not take more than 5 working days once the student has provided the necessary documentation.
- All 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 registered provider does not indicate agreement to provide any refund. Refunds are governed by the refund policy independent of this policy.

#### **Complaints and Appeals Process**

Should an application for transfer be refused, or the student does not agree with the decision made by ANGAD Australian Institute of Technology, the student has the right to access the Institute's complaints and appeals processes within 20 working days.

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