



Angad Australian Institute of Technology Pty Ltd

Careers Created Here

POLICY AND PROCEDURE

OVERSEAS STUDENT TRANSFERS

Policy

This policy/procedure supports 'Standard 7 – Overseas Student Transfers' of the 'National Code of Practice for Providers of Education & Training to Overseas Students 2018'.

Registered providers must not knowingly enrol overseas students wishing to transfer from another registered provider's course prior to the overseas student completing six months of their principal course of study, except in certain circumstances.

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.

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 the

releasing registered provider has agreed to release the student and have recorded the date of effect and reason for release in PRISMS.

For an overseas student to transfer before completing six months of their principal course, the student must have either been released on PRISMS from their registered provider, or meet one of the following criteria:

- The releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered.
- The releasing registered provider has had a sanction imposed on its registration by ESOS agency that prevents the overseas student from continuing their courses with that registered provider.

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- Any government sponsor of the overseas student considers the change to be in the student's best interests and has provided written support for the change. This usually applies where overseas student's study in Australia is sponsored by the government of another company.

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 Manager. The Admissions Manager shall assess the application to transfer education providers and conclude an outcome based on the following procedure.

1.1 Incoming students

The following procedure is relevant to any student who applies for a course within the institute 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:

- 1.1.1 Admissions Manager 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.

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

- 1.1.3 Where a student has **NOT** completed 6 months of their principal course of study, the Admissions Manager will check if the releasing registered provider has agreed to release the student and have recorded the date of effect and reason for release in PRISMS.

- 1.1.4 If the releasing registered provider has agreed to release the student and have recorded the date of effect and reason for release in PRISMS, the application proceeds as for all applicants.

- 1.1.5 If the releasing registered provider has not agreed to release the student in PRISMS, 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.

- 1.1.6 Please note a release is not required in any one of the following conditions:

- the releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered;
- the releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing their course with that

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registered provider;

- any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change. This usually applies where the overseas student's study in Australia is sponsored by the government of another country.

1.2 *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.

1.2.1 Students must make a written request (e-mail is not acceptable) to Admissions Manager to transfer to another provider. All applications must be submitted in person. The student must attend a meeting with the Training Manager outlining reasons why a release letter should be granted.

Given below are reasons for a release to be granted:

- The institute, or the course in which the overseas student is enrolled, has ceased to be registered;
- The institute has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing their course with the institute.

Exceptional circumstances in which the registered provider will grant the transfer request because the transfer is in the overseas student's best interests,

including but not limited to where the registered provider has assessed that:

- there is evidence of compassionate or compelling circumstances;
- the registered provider fails to deliver the course as outlined in the written agreement;
- there is evidence that the overseas student's reasonable expectations about their current course are not being met;
- there is evidence that the overseas student was misled by the registered provider or an education or migration agent regarding the registered provider or its course and the course is therefore unsuitable to their needs and/or study objectives;
- an appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student;

1.2.2 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.

1.2.3 In assessing the application to transfer, the Admissions Manager 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 be reported because they are unable to achieve

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satisfactory course progress at the level they are studying, even after engaging with that registered provider's intervention strategy to assist the overseas student in accordance with Standard 8 (Overseas student visa requirements).

1.2.4 Once the above issues have been addressed, the Admissions Manager will release the student and record the date of effect and reason for release in PRISMS at no charge to the student. The student will also be advised of the need to contact Department of Home Affairs (DHA) 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 Compliance Manager.

1.2.5 If the institute intends to refuse the transfer request, a letter of refusal explaining reason will be issued to student to informed about their right to access the Institute's complaints and appeals processes within 20 working days.

1.2.6 The Admission Manager must not finalise the student's refusal status in PRISMS until the appeal finds in favour of the ANGAD Australian Institute of Technology, or the student has chosen not to access the complaints and appeals processes within the 20 working day period, or the student withdraws from the process.

1.2.7 The Admissions Manager must report the student's termination of studies via PRISMS

1.2.8 If the transfer will affect the start dates of any subsequent courses covered by visa, The Admission Manager must release the enrolment of overseas student from those courses, or would gain the subsequent registered provider's agreement to delay the start of those courses.

1.2.9 Admission Manager must advise an overseas student that changes to their preliminary courses may have ramification for their admission to their principal course, for example if a preliminary course is a prerequisite entry requirement to the principal course.

Please Note:

- The above process will not take more than 10 working days once the student has provided the necessary documentation.
- All requests, considerations, decisions will be notified through PRISMS and copies of all requests, considerations, decisions will be placed on student's file for 2 years after the student enrolment is ceased or finished.

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 institute, the student has the right to access the Institute's complaints and appeals processes within 20 working days.

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