

	<h2>International Student Transfer and Release</h2>
Document Type	Responsibility plan
Administering Entity	Dean of Studies
Latest Amendment /Approval Date	Sept 2015
Last Approval /Amendment Date	2010
Approval Authority	Academic Board
Indicative time of Review	Triennially
Responsibility for review	Executive committee
DOCUMENT ID: ACDPOL022	VERSION: v4.0
CUSTODIAN: Registrar	AUTHORISED BY: President

1. Purpose

The purpose of this policy is to address Standard 7 of the revised National Code 2007 transfer between registered providers.

2. Responsibility

The Deputy Registrar is responsible for the implementation of this policy and to ensure that staff and students are aware of its application and that staff implement its requirements.

3. National Code Requirements

Registered providers are prevented from enrolling transferring students who have not completed six months of their principal course of study, except in accordance with Standard 7 of Part D the National Code (2007).

Students who have completed six calendar months of their principal course of study do not require a letter of release to transfer providers.

4. Transferring students

- a) The College will not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study except where:
 - the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
 - the original registered provider has provided a written letter of release;
 - the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course, or
 - any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
- b) In the event that the College knowingly enrolls a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study documentary evidence of at least one of the four conditions listed above must be obtained and placed in the transferring student's file.
- c) The College will not seek to enrol a student who has not yet completed six months of their principal course of study with another registered provider unless the requirements of the National Code are met and then only in accordance with this procedure.

5. Letter of Release for Existing Students

- a) Students wishing to transfer to another provider must apply for a letter of release in writing to the Deputy Registrar, with a copy of their valid enrolment offer from the new registered provider.

In addition to a copy of the new provider's offer letter the following must also be obtained for a student under 18 years of age:

- I. Written confirmation that the student's parent or legal guardian supports the transfer.
 - II. Where the student is not being cared for in Australia by a parent or suitable nominated (blood) relative, the valid enrolment offer also confirms that the registered provider will accept that responsibility for approving the student's accommodation, support and general welfare arrangements as per Standard 5 of the National Code 2007.
- b) Applications for a letter of release will be considered by the Deputy Registrar, who will discuss the request with the student. During discussions, the Deputy Registrar will:
- i. discuss the student's reasons for the request;
 - ii. advise the student of the provisions of this policy;
 - iii. confirm with the student the current status of their account with the College.
- c) A request for a letter of release will be responded to within 14 days of being received by the College.
- d) A letter of release will be granted in the following situations:
- the College is unable to continue to provide the course; or
 - the student can demonstrate they are experiencing threat to physical or mental health or safety by remaining at the College and can demonstrate clearly how this will be alleviated through a transfer; or
 - the current course of study is clearly not consistent with documented course requested for on their application; or
 - any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change; or
 - the student has completed one full academic semester.
- e) A letter of release will not be granted in the following situations:
- the request is considered to be detrimental to the student's well-being; or
 - the proposed transfer will jeopardise the student's progression through a package of courses; or
 - the student is indebted to the College; or
 - the student has unsatisfactory academic progress and has been or is about to be reported to DIAC.
- f) If a letter of release is granted, there will be no cost to the student and the student will be advised that the student should contact DIAC to seek advice on whether a new student visa is required.
- g) If the request for a letter of release is refused, the student will be provided with written reasons for refusing the request and will be advised of his or her right to appeal the decision in accordance with the College's Non-Academic Complaints Policy.
- h) The College will keep on each student's file all requests for a letter of release, the assessment of each request and the decision regarding each request.

6. Requests for Course Cancellation

Where a student requests cancellation of their course, they must meet with the Deputy Registrar to discuss their circumstances. It should be determined whether they are in fact seeking a letter of release, as course cancellation has serious student visa implications. The student is to be alerted to this situation by the Deputy Registrar.

7. The National Code

The National Code referred to above is divided into four parts:

- i. Part A includes a description of its role in the ESOS legislative framework and its purpose and objectives.
- ii. Part B outlines the roles and responsibilities of the Australian and State and Territory Governments which share the responsibility for implementing the Code.
- iii. Part C explains the CRICOS registration process including providers' requirements and obligations.
- iv. Part D provides 15 standards that providers must meet in their interactions with international students.

The National Code 2007 Explanatory Guide mirrors the National Code structure of Parts A, B, C and D, placing particular emphasis on the 15 standards in Part D. The standards are thoroughly explained with practical advice for providers on ways to achieve the stated outcomes of each standard.

The 15 standards are logically grouped under relevant topics:

- pre-enrolment engagement of students (Standards 1–4)
- care for and services to students (Standards 5–6)
- students as consumers (Standards 7–8)
- the student visa programme (Standards 9–13)
- staff, educational resources and premises (Standards 14–15).

The explanation of each standard ends with scenarios couched in a simple question and answer format. It is designed to help providers apply the standards in their day to day operations.