



Policy, Procedure and Checklist

Purpose

If a student requests a transfer between registered training providers within the first 6 months of their principal course of study, AITI will assess these requests on an individual case by case basis in accordance with our student transfer policy and procedures

A student has the right to transfer after a 6-month period if they have/can provide a copy of a new enrolment offer from another provider.

This policy applies to all AITI's international students.

Policy

Accepting a transferred student

AITI, as the receiving registered provider, will not knowingly enroll any student wishing to transfer from another registered training providers course prior to the student completing six months of his or her principal course of study except in the following circumstances:

- 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.

Transferring a student to another registered provider



AITI, as the original registered provider, will assess on an individual basis whether to grant an applicant a “Letter of release” in accordance with the following policy:

Applications for transfer from a student must:

- Be in writing; Change of Provider form
- Provide details about the individual student’s circumstances;
- Provide details as to the reasons why the application should be approved.

A letter of release will be refused in the following circumstances:

- Within 6 months of the commencement of the principal course of study;
- If the transfer request may jeopardize the student’s progressions through a package of courses;
- If the intended course will not provide adequate preparation for further study, nor be recognized as meeting the entry requirements the transfer would be detrimental to the student’s further study;
- If AITI forms the view that the transfer request is for the purpose to avoid being reported to the DIAC for failure to meet AITI’s academic progress requirements; and
- Unless the transfer request is discussed with AITI’s Training Manager and the Training Manager views the transfer request is in the student’s best interest, such as better meets student’s study capabilities and better meets the long term goals of the student.

A letter of release will only be granted in the following circumstances:

- The reasons for transfer are compelling and compassionate
- A valid enrolment offer from another registered provider is provided to AITI;
- A completed Change of Provider Form is submitted, detailing the reasons and benefits to the students of enrolling in the course delivered by another registered provider;
- Where the student is under 18, written confirmation stating that the student’s parent or legal guardian supports the transfer. If the student is not being cared for in Australia by a parent or a suitable nominated relative, written confirmation stating that the new registered training provider will accept full responsibility for approving the student’s



accommodation, support and general welfare arrangements in line with Standard 5 of the National Code.

- The Principal may grant a release to student in circumstances which are compelling or compassionate.

Examples of compelling or compassionate circumstances may include:

- Illness of the student or immediate family member evidenced by a medical certificate
- Death of a student's immediate family member evidenced by a death certificate
- Other compassionate circumstances as evidenced by a letter from a qualified counsellor/psychologist.

Examples of reasons why a request for transfer would not be approved on compelling or compassionate grounds are:

- Lack of understanding of AITI's Transfer between Registered Providers, Tuition Fee and Refund Policies.
- Lack of understanding of AITI's enrolment procedures.
- A desire to change to a new course with lower fees.
- Student preference for another course of study
- Failure to enrol at AITI or at pathway provider before the published/offered enrolment dates.

Timeframe for assessing the transfer request from a student

Upon receipt of the application, AITI must consider the request within 14 working days. This period may be extended if the applicant fails to provide all the relevant information/documentation, in such instances AITI will advise the student of the additional information/documentation required to make the decision.



Where a Letter of release" is granted, it will be at no cost of the student. AITI will advise the student of the need to contact the local DIAC office, call 131 881 or visit www.immi.gov.au to seek advice on whether a new student visa is required.

Where AITI refuses to grant a Letter of Release, the student will be advised of the decision in writing which details the reasons for refusing the request. The student will also be informed of his/her right to appeal the decision in accordance with AITI's Complaints and Appeals Policy and Procedures (Please refer to ESOS Standard 8-Complaints and Appeals Policy and Procedures).

Procedures

Accepting a transferred student

1. To formally accepting a student transferred from another registered provider within 6 months of their principal courses, the following process should be adhered:
2. The prospective students are encouraged to provide authentic information, such as their current enrolment status of study.
3. AITI's Recruitment Officers will check the student's enrolment status according to their visa;
4. AITI's Recruitment Officers will inform the student that their application will not be processed unless a release letter is attached with their application if they have not completed their first six months principal courses with their original registered provider;



5. Only if the release letter is provided confirming that the student is free to transfer, the student's application will be further processed in accordance with normal enrolment procedures.

Transferring a student to another registered provider

The transfer request from the international students who have been granted a Confirmation of Enrolment (COE) and wish to transfer to another registered provider prior to the completion of the first six months of their principal course of study should abide by the following process:

1. The student complete a *Change of Provider Form* and hand it in to their Campus Administrator.
2. The student also needs to provide evidence/documentation when handing the form in, this should include: a valid enrolment offer from the receiving provider, exceptional, compelling or compassionate circumstance documents.
3. The application will be assessed within 14 days and the student will be contacted to attend an interview with the campus administrator.
4. The student will be informed in writing of the outcome and either a "Letter of Release" or a "Letter of Refusal" will be sent within 7 working days from the date of the interview. A "Letter of Release" and a "Letter of Refusal" are issued at no cost with the student.
5. If the request is successful, the student will be informed that AITI has approved the request and the student's course variation will be done on PRISMS and DIAC will be informed via the "Student Left Provider (Transferred to a course at another provider)" criteria and fill in Form ESOS 7-3 Student Release Record. The student must be advised that they will need to contact DIAC to seek advice about their visa status.
6. If the request is unsuccessful, the student will be informed of the reasons for this decision and informed that they can appeal the decision in writing in accordance with AITI's complaints and appeals policy and procedures.



7. All relevant documentation will be filed in the students file. The campus administrator will complete Student transferring to another provider form. Click here to access the form

<http://spreadsheets.google.com/a/aiti.edu.au/embeddedform?key=tyo3qYfqVZScOcN80eAORSQ>

Checklist to be added to student file

- Completed *Change of Provider Form and Copy of Student Release Record*
- A valid enrolment offer from the receiving provider
- Exceptional circumstances documents, if applicable