

Student Transfer Request Assessment Policy

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1. Purpose

This policy is designed to produce the outcomes of Standard 7 of the National Code of Practice 2007, and applies to requests for transfer in and out of The Academy.

2. Scope

This procedure applies to all students on an overseas student visa.

3. Policy

3.1. The Academy must not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of his/her principal course of study, except under the circumstances noted under Standard 7.1 of the National Code 2007. Acceptable circumstances include the student having a valid letter of release, 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 in the case of provider default.

3.2. A request to transfer out within the initial six-month period will be granted where:

- a. The Academy has been provided with a letter from another registered provider confirming that a valid enrolment offer has been made (standard 7.3a), and
- b. The Academy has written confirmation that the student's parent or legal guardian supports the transfer where the student is under 18 years of age, and that suitable arrangements are made for welfare and accommodation (standard 7.3b), and
- c. The student's first semester fees are fully paid and the student has no other overdue fees, and
- d. The student is able to demonstrate that remaining at The Academy for a minimum of six months duration will be detrimental to his/her welfare, or
- e. The Academy is unable to continue providing the course as offered, with respect to any allowable alterations as per the conditions of enrolment/accepted offer

3.3. A request to transfer out within the initial six- month period will be refused:

- a. in circumstances where a student fails to satisfy 3.2, or

- b. where a transfer-out may jeopardise the student's progression through a package of courses, or
 - c. where a transfer out will be otherwise detrimental to the welfare of a student
- 3.4. A decision on a request to transfer out will be made within 10 business days provided all necessary evidence and details is provided by the student at the time the request is made.
- 3.5. If granted, a letter of release will be provided at no cost to the student and will advise the student of the need to contact DIAC to seek advice on whether a new student visa is required (standard 7.4)
- 3.6. Where a request for a transfer out is not granted, the student will be notified in writing, including the reasons for refusing the request and the student's right to appeal the decision in accordance with The Academy's Complaints and Appeals process (standard 7.5)
- 3.7. The Academy will retain records of requests to transfer, assessment and decision notes, on the student's file (standard 7.6)