

STUDENT TRANSFERS BETWEEN REGISTERED PROVIDERS

This Policy and Procedure is in compliance with National Code Part D, Standards 7 and 5

Definitions

Six months of study: Six calendar months from the commencement of the **principal** course of study. Where a deferment of study has been granted in the first semester, this absence is not included in the six months of study. Students are expected to complete their six months of study upon their return.

Principal Course of Study: The final or highest level of study undertaken by an international student. Where an English Language course is packaged with Anglican Schools Commission (ASCI), the highest level of ASCI course is the principal course.

Policy

1. It is an Australian regulatory requirement that students must complete six months of their “principal course of study” before being eligible for transfer between registered providers.
2. The School is restricted from enrolling students from another registered provider’s course prior to the student completing six months of his/her principal course of study except where:
 - a. The original registered provider has ceased to be registered, or the course in which the student is enrolled has ceased to be registered.
 - b. The original registered provider has provided a written letter of release.
 - c. 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
 - d. 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.

For students enrolled with ASCI, and having a ‘packaged offer’ with the Language School, their ‘principal course of study’ is with ASCI. The Language School may seek permission from ASCI for an early release if they believe that it is in the student’s best interest to do so.

Where a student has received a ‘stand-alone offer’ to study at the Language School, then the Language School is the provider of their ‘principal course of study’.

Students who have not yet completed six months of study in their principal course may request a transfer but should first familiarise themselves with ASCI’s Refund Policies with regard to fee penalties. The Refund Policy is published in the ASCI Prospectus and on its Website (<http://www.ascinternational.wa.edu.au>).

Students enrolled in ASCI, who have not yet completed six months of their principal course of study, will not be authorised to transfer to another registered provider unless it is deemed by ASCI to be in the student’s best interest (refer to “Circumstances in which ASCI will grant approval for a transfer” below).

Students who are unsuccessful in their request to transfer prior to completing six months of their principal course at ASCI may appeal that decision. For further advice students should refer to the Grievance and Appeals Policy, which is published in the ASCI Prospectus and on its Website (<http://www.ascinternational.wa.edu.au>).

A student requesting a transfer must satisfy ASCI management that they have a genuine and legitimate basis for making such a request.

Students who apply to transfer after accepting their enrolment offer, but before starting classes, will not be approved except in extreme circumstances such as:

- Inability to secure an Australian Student Visa, **refer Refund Policy**;
- Compassionate and compelling circumstances, **refer Refund Policy**.

Circumstances in which approval for a transfer may be considered acceptable:

- The ASCI is unable to continue to provide the course;
- The student demonstrates he/she is experiencing threat to their physical or mental health or safety by remaining at the ASCI; and also demonstrates clearly how this will be alleviated through a transfer;
- The course of study is not consistent with the course requested and accepted on their application;
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written, authorised support for the change;
- The student is not coping in the program, and has sought academic assistance from the School. The assistance provided has not improved their academic performance; and or
- A letter from another registered provider confirming that a valid enrolment offer has been made, is supplied to ASCI, which forms the view that the student is genuinely intending to study with that provider and the transfer is educationally sound.

A transfer will not be approved unless:

- The student has a valid (e.g. has paid a deposit) enrolment offer from the receiving provider; and the student is 18 years of age or over.
- The student has a valid (e.g. has paid a deposit) enrolment offer from the receiving provider; but is under 18 years of age. In this case, there must be written evidence that the student's parent or legal guardian supports the transfer; and written confirmation that the new provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements as per Standard 5 of the National Code 2007.

Circumstances in which approval for transfer will not be considered:

- The transfer may jeopardize the student's progression through a package of courses;
- The student has simply had a change of mind;
- The student expresses difficulty with course material but has not sought assistance from the School's academic advisors;
- The School is of a view that the student is trying to avoid being reported to DIBP for failure to meet the academic progress and attendance requirements of the student's visa;

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- The student does not have a valid enrolment offer from another CRICOS registered provider;
 - The course for which the student is intending to enrol in with the other provider, is similar to or the same as the course in which the student is currently enrolled;
 - The student is experiencing homestay or other accommodation problems; and/or
 - The student is experiencing course schedule conflict with personal, work, or other non-study commitments.

Letter of Release

Applications to transfer will be assessed in terms of this policy as outlined above. When assessing the request, all circumstances will be taken into account and the student will be advised in writing within ten (10) working days from the receipt of the application.

If approved, a letter of release will be issued to the student at no cost to the student, and the student advised to contact DIBP to find out what action, if any, they need to take in regard to their student visa.

The following documents are to be provided to the School before it can assess the application:

- A valid offer of enrolment from another CRICOS registered provider;
- A completed 'Transfer of Provider' form; and
- Where the student is under 18 years of age, evidence 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 suitable nominated relative, the valid enrolment letter confirms that the future registered provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements.

Transferring from another Registered Provider to Anglican School Commission International

Students wishing to transfer to ASCI from another provider before completing six months of their principal course, must provide the School with a 'Letter of Release' from their original provider before the School will confirm their enrolment. However, St Georges International School will issue a Letter of Offer of Enrolment, subject to meeting enrolment conditions, prior to receiving a letter of release to enable the student to apply for a letter of release from the current provider.

Administrative Procedures

- All completed forms and other related documents are to be placed on the Digital Management System.

Authority:	Director of International Programs
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