

Transfer Between Registered Providers Policy

Policy Statement

Under Standard 7 of the National Code 2007, Registered Providers must not knowingly enroll a Student wishing to transfer from another Registered Provider's program prior to the Student completing six calendar months of his/her Principal Program of study, except in limited circumstances as outlined in the Transfer Between Registered Providers Procedure.

Academies Australasia Polytechnic is entitled to determine the circumstances in which it will provide or refuse to provide a Release Letter. Where a Student requests a transfer within the period of six months of commencement of their Principal Program, the Institute or its nominated officer will assess the request for transfer according to the Transfer Between Registered Providers Procedure.

Students have the right to appeal any decisions made as per the Complaints and Appeals Policy

Definitions

Application for Transfer Between Registered Providers	An application by a Student for Transfer Between Registered Providers (release).
DIBP	Department of Immigration and Border Protection.
ESOS Act:	The Education Services for Overseas Students Act 2000 of the Commonwealth of Australia, as amended from time to time.
National Code:	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, established pursuant to Part 4 of the ESOS Act, as amended from time to time.
Principal Program:	The main program of study to be undertaken by an overseas Student where a Student Visa has been issued for multiple programs of study. The principal program of study would

	normally be the final program of study where the overseas student arrives in Australia with a Student Visa that covers multiple programs.
Program	A full-time registered program of education or training registered on CRICOS for the attainment of a testamur or certificate. Defined as Course in the ESOS Act. Also defined as Course in TAFE sector.
Student:	A person (whether within or outside Australia) who holds a Student Visa, who wishes to be released from the Institution to study at another registered provider and is an 'overseas student' as defined by the ESOS Act.
Student Counsellor or equivalent:	Includes a student counsellor/student support officer/advisor or welfare officer appointed by Academies Australasia Polytechnic and working at Academies Australasia Polytechnic.
Working Day:	Monday to Friday excluding public holidays.

Responsibilities:

The Head of Administration and Student Services is responsible for the Transfer Between Registered Providers Policy.

Dissemination

This policy will be disseminated to staff by the Head of Student Services through the Department managers.

Dissemination to students will be done via the Website and Student Manual.

Related Documents

- a. Complaints and Appeals Policy and Procedure
- b. Fees and Refunds Policy and Procedures
- c. Federation University Australia Complaints and Appeals Policy
- d. Federation University Australia Refund Policy
- e. Federation University Australia Transfer Between Registered Providers Policy