


| POLICY | |  |
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| <p>Ref. to Legislative Frameworks:</p> <p>HESF2015: Standard 1.1.1 / 1.1.2 / 1.1.3 / 1.2.1 / 1.3.1 / 1.3.2 / 1.3.6 / 1.4 / 2.4 (1-5) / 7.2.1 / 7.2.3</p> <p>SRTO2015: Standard 3.5 / 4.1 / 5.1 / 5.2 / 5.3 / 5.4 / 6.1 / 6.3</p> <p>National Code 2018: Standard 7</p> | Transfer of International Students between Registered Providers | |
| Version: 6.2 | Policy Owner: Chief Executive Officer | Issued on: 23/12/2017 Review by: 23/12/2020 |

Revision History

| Current Version | Description of Change | Policy Developer | Effective Date |
|-----------------|--|--|----------------|
| 6.2 | Added references to National Code 2018 | General Manager – Operations and Risk Management | 23/12/2017 |

PURPOSE

This policy defines the principles that Academies Australasia Polytechnic (AAPoly) use to assess student transfer requests as per the National Code 2018.

POLICY STATEMENT

Under Standard 7 of the National Code 2018, Registered Providers must not knowingly enroll a Student wishing to transfer from another Registered Provider's program prior to the Student completing six (6) calendar months of his/her Principal Program of study, except in limited circumstances as outlined in the Transfer Between Registered Providers Procedure.

AAPoly is entitled to determine the circumstances in which it will provide or refuse to grant a Release. Where a student requests a transfer within the period of six (6) months of commencement of their Principal Program, AAPoly 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.

SCOPE

- This policy applies to international students enrolled in Vocational Education and Training (VET) and Higher Education (HE) programs conducted by AAPoly, who wish to transfer to another Registered Provider in Australia.
- This policy also applies to Student Services and Marketing Staff who are involved in accepting an application from an international student wishing to transfer from his/her current Registered Provider to another within the first six (6) months of his/her principal course of study.

DEFINITIONS

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| 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 Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act, as amended from time to time. |

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| Visa Entitlement Verification Online (VEVO) | A free online service that gives visa holders, employers and other registered organisations access to visa entitlements and status information 24 hours a day. (Source: DIBP website) |
| 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 and in the Government TAFE sector. |
| International Student | A person (whether within or outside Australia) who holds a Student Visa, who wishes to be released from AAPoly to study at another registered provider and is an 'overseas student' as defined by the ESOS Act. |
| Student Counsellor or equivalent | This role includes a student counsellor/student support officer/advisor or welfare officer appointed by and working at AAPoly |
| Working Day | Monday to Friday excluding public holidays. |

POLICY

- The policy and procedure for Transfer between Registered Providers is accessible to all staff and students of AAPoly through the website and Student Handbook.
- Every student requesting a transfer to another Registered Provider must submit their request to AAPoly in writing. To be considered, the request for transfer has to be supported by a valid enrolment offer from the proposed receiving provider.
- AAPoly will consider the following factors when reviewing a student's request for transfer to another Registered Provider:
 - A valid and authentic enrolment offer from the proposed receiving provider is attached.
 - The proposed receiving provider has good standing publicly and has not been subject to sanctions or non-compliance penalties by the registration authorities.
 - Individual circumstances of the students will be considered to ascertain that the transfer will not be detrimental to them. AAPoly will determine the value of the transfer for the students based on the following questions:
 - If the student has recently commenced studying at AAPoly, has the student been provided with the full range of support services available at AAPoly?
 - Has the student been meeting attendance and/or academic progress requirements?

- Is the transfer request an attempt to avoid being reported to the DIBP for breach of student visa conditions including failure to meet attendance and/or academic progress expectations?
 - The course to be transferred into meets the study capabilities and long-term work, personal and educational goals of the students
 - If a student claims that AAPoly has not met their expectation of the current course or the level of support provided by AAPoly, there is evidence to support that claim as genuine, valid and reasonable.
- A Release will be granted by AAPoly for a student in the following circumstances:
 - The student will be reported because they are unable to achieve satisfactory course progress. There are compassionate or compelling circumstances
 - The registered provider is not able to deliver the course
 - There is evidence that current courses do not meet overseas student's expectations
 - There is evidence that the overseas student was misled by the registered provider or an education agent.
 - An appeal (internal or external) on another matter results in a decision or recommendation to release the student.
- AAPoly will inform the student of the decision to provide or refuse to grant Release within ten (10) days from the time the formal request for transfer and complete supporting documentation has been received.

RESPONSIBILITIES

- The Designated Head - Student Services (DH-SS) is responsible for the Transfer Between Registered Providers Policy.
- Marketing Manager (MM) – is responsible for processing applications from a potential student wishing to transfer from an external provider to AAPoly, MM also ensures that for students transferring colleges within the first six months of their principal course, an approved release is confirmed in PRISMS prior to accepting the student, where necessary, and that a copy is kept in the student file. MM also checks the visa status of all onshore applications on VEVO.
- Course Coordinator (CC) – is responsible for providing academic advice to an existing student who wishes to apply for transfer.
- Student Services Officer (SSO) – is responsible for accepting, processing transfer applications from students wishing to transfer from AAPoly to another and notifies students the outcome of the application.

FEEDBACK

Queries or comments about this policy should be emailed to the DH-SS through studentadmin@aapoly.edu.au. The DH-SS will respond to the inquiry or feedback in writing within two (2) weeks after the receipt of the email, unless an urgent or immediate response is required. The queries or comments will be recorded in the Continuous Improvement Register and form a part of policy and procedure review for quality assurance.

Related Documents

| Source | Document Title | Version/Date |
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| Internal | AAPoly Student Complaints and Appeals Policy and Procedure | v. 4.3 05042018 |
| | AAPoly Fee Payment and Refund Procedure | v. 10.2 27122017 |
| | AAPoly Higher Education Enrolment Policy and Procedure | v. 1.1 27122017 |
| | AAPoly Marketing Information and Practices Policy and Procedure | v. 2.4 11122017 |
| | AAPoly Refund of Fees Policy | v. 8.3 27122017 |
| | AAPoly Student Selection and Admission Policy and Procedure | v. 2.2 11122017 |
| | Transfer of International Students Between Registered Providers Procedure | v. 6.2 23122017 |
| External | ASQA Standards for Registered Training Organisations | 2015 |
| | Higher Education Standards Framework | 2015 |
| | National Code of Practice for Providers of Education and Training to Overseas Students | 2018 |