

Transfer between registered providers

Policy

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Issue Date:	Issue History:
August 2014	Policy approved (V1.0)
September 2016	Reviewed and updated related forms (V1.1)
August 2017	Reviewed and revised (V1.3) Director of Quality Assurance removed

Policy Title	Transfer between Registered Providers Policy
Purpose	The purpose of this policy and procedure is to address Standard 7 of the revised National Code 2007 transfer between registered providers and to provide Procedure for students and staff in relation to Applications for Transfer between Registered Providers.
Scope	This Policy relates to international students studying with Cambridge International College (WA) on a Student Visa.
Policy Statement	<p>1) Under Standard 7 of the National Code 2007, registered providers must not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six calendar months of his/her principal course of study, except in limited circumstances as outlined in this policy.</p> <p>2) CIC 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 course the Director of Studies will assess the request for transfer against this policy.</p> <p>3) Students must co-operate with the Director of Studies and attend any appointments scheduled for them including in respect of support services provided by CIC.</p> <p>4) Applying to transfer between registered providers does not affect the requirement to attend their regular classes. Non-attendance will not assist a student in being granted a letter of release.</p> <p>5) No release letter is required from CIC where: <i>I. The student has completed at least 6 calendar months study in his or her principal course; or</i> <i>II. The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered; or</i> <i>III. The college has a sanction imposed on it that prevents the student from continuing his or her principal course.</i></p> <p>6) A student who wishes to apply to transfer to another provider within the first 6 months of the student's principal course at CIC must complete the intention to withdraw form (enrolment variation form) and schedule a meeting with Director of Studies.</p> <p>7) Once the Director of Studies approves initial application, student needs to complete the Request for Letter of Release form. The form is available on the website and at VET Reception.</p> <p>8) To grant a letter of release from CIC, student has to provide a valid letter of offer from other provider for the consideration of release.</p> <p>9) If letter of release application is approved CIC will provide letter of release to the students at no cost.</p> <p>10) Notwithstanding that the requirements of paragraph 7 above are satisfied, no letter of release will be granted where the student has outstanding debts to CIC. If any debt is paid after the decision not to grant the letter of release; then, the student may re-apply if needed a letter of release application.</p>

11) Any request for a letter of release will be processed within 15 working days of submission of the intention to withdraw form. The outcome of letter of release will be within 10 working days.

12) If the letter of release application is refused the student will be provided with written reasons for refusal and will be advised of his or her right to appeal the decision in accordance with the complaints and appeals policies of CIC.

13) Enrolling a transferring student:

I. CIC will not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study except where:

- ❖ *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.*

II. In the event that the CIC knowingly enrolls a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study, documentary evidence of at least one of the four conditions listed above must be obtained and placed in the transferring student's file.

III. CIC will not seek to enrol a student who has not yet completed six months of their principal course of study with another registered provider unless the requirements of the National Code are met and then only in accordance with this procedure.

14) *Circumstances for refusing release letter:*

The circumstances in which CIC declines an application from a student to transfer to another provider prior to completing six months of their potential courses are as follows:

- I. The transfer could impact upon the student's successful progression through a packages of courses – students should seek counselling from CIC welfare and Director of Studies.
- II. CIC assesses that the transfer would not be in the best interests for the educational progress of the student
- III. CIC assesses that the transfer would not be as per direction of Genuine Temporary Entrant (GTE) requirements applied to original student visa application.
- IV. CIC assesses that the transfer would not be as per Department of Immigration and Border Protection (DIBP) guideline and change of interest is not considered a genuine reason for transfer.
- V. Student is at risk of not achieving satisfactory course progression due to circumstances within their control and has received a warning letter after initial intervention period lapsed from CIC – student should access the CIC counselling and academic support in this situation.

	<p>VI. The student has breached the terms of their written agreement, which was signed by the student confirming that they completely understood CIC policy and procedures.</p> <p>VII. Where the student owes tuition or other fees and charges to CIC.</p> <p>VIII. CIC issues the student with a letter of intention to report them to Department of Education or DIBP</p> <p>IX. The student cannot provide a valid enrolment offer from another registered provider</p> <p>X. The student does not meet any of the criteria of compelling and compassionate circumstances for granting letter of release.</p>
Related Policy and Procedure:	<p>Student Engagement Before Enrolment Policy</p> <p>Formalisation of Enrolment Policy</p> <p>Refund Policy</p> <p>Education Agent Policy</p>
Related Form	Enrolment variation form
Police owner and delegated authority	<p>Director of VET Education</p> <p>Director of Studies (Melbourne and Perth)</p> <p>Admissions manager</p>
Approved by	CEO
Approved Date	August 2014