

## Transfer between registered providers

### Procedure

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<b>Issue Date:</b>	<b>Issue History:</b>
August 2014	Procedure approved (V1.0)
September 2016	Reviewed and updated (V1.1)
August 2017	Reviews and revised (V1.2) Director of Quality Assurance removed

<b>Parent Policy Title</b>	<b>Transfer between Registered Providers Policy</b>
<b>Procedure</b>	<p>To apply for a letter of release the student must complete the request to transfer between register providers form and supply:</p> <ul style="list-style-type: none"> <li>a. Intention to withdraw form, a written explanation, supported by appropriate evidence, of the reasons for the transfer which claim to constitute compassionate or compelling circumstances; and</li> <li>b. A letter from another registered provider confirming that a valid unconditional offer has been made; and</li> <li>c. Transfer between providers form. Students submit intention to withdraw form at VET reception.</li> </ul> <p>Director of Studies will inform the student, and where applicable in writing of the outcome within 10 working days of receiving the request. If intention to release form outcome is successful, student will need to complete the transfer between provider form and letter of release will be granted on the basis of Director of Studies' decision. The decision will be forward to admission department to process the student cancellation and issuing of release letter. Admissions department will check with finance department before issuing the release letter to ensure the student has no obligations debt/s. Student will need to clear any outstanding debts before the release letter is issued. If intention to withdraw is unsuccessful Director of Studies will provide the student with written notification of this decision, including an explanation of the reason for refusal. The student will also be informed of his or her right to appeal the decision, in line with the provisions outlined in the complaint and appeals policy and procedures. The admission manager will maintain records of all requests from students for letter of release, the assessment of, and decision regarding the request, on the student record in TEAMS and maintain log on excel sheet.</p> <p>A letter of Release constitutes:</p> <ul style="list-style-type: none"> <li>a. Covering letter outlining to the student why the release was granted: and</li> <li>b. A letter of release, which includes the date of release, and CIC CRICOS numbers.</li> </ul> <p>Transfer to CIC within the first six months of study:          Applications for admission are received and registered by the admissions and marketing department. The admissions team will assess applications and if the applicant is deemed eligible for admission, CIC will issue an offer of admission. Before student accepts their offer, marketing/admission department need to ensure that student has completed six month of his or her principal course or has provided a release letter from other provider. Upon receiving the acceptance of offer the admission manager/admission department enters the students' details into PRISMS to create new eCoE.</p>
<b>Related Procedure:</b>	Marketing Information Policy and Procedure Education Agent policy and Procedure Refund Policy and Procedure Complaints and Appeal Policy and Procedure
<b>Related Forms:</b>	Release Form Refund Form
<b>Procedure Owner:</b>	<b>Admissions manager          Director of Studies (Melbourne and Perth)</b>

<b>Approved by:</b>	<b>CEO</b> <b>Director of VET Education</b>
<b>Approved Date:</b>	<b>August 2014</b>