

Transfer Between Providers, Policy and Procedure

Policy Context

This policy aims to establish the processes by Australian Institute of Professional Technique, will assess applications from international students for Transfer Between providers to ensure compliance with the **National Code 2018 – Standard 7**.

Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study. The principal course of study is the highest qualification (normally the last course) covered by the student's visa.

A provider must 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 released the student.
- 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 their 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.

Australian Institute of Professional Technique will not seek to enrol a student who has not yet completed six months of their principal course of study with another registered provider (six months is calculated from when the student starts his/her principal course).

Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs office as soon as possible to discuss any implications.

Letter of Release (Transfer OUT)

1. Students can apply for a release to enable them to transfer to another education provider. Applications for transfer from a student must:
 - Be in writing using the S107 Application for Release Form.
 - Relate to and provide details about the student's individual circumstances.
 - Provide details as to the reasons why the application should be approved.
2. To apply for release, students must have a letter from the receiving provider that a valid offer of enrolment has been made. All transfer applications will be considered within 10 working days, and the applicant will be notified of the decision. This period may be extended if the applicant fails to provide all relevant information/documentation; however, in such instances, Australian Institute of Professional Technique will advise the student of the additional information/documentation required to make the decision.
3. Students must always maintain their enrolment during this application process.

Issue of releases

A letter of release will be issued when Australian Institute of Professional Technique is satisfied that:

- a. A course is academically unsuitable for the student
- b. The course the student wishes to transfer to better meets the student's long-term goals, whether these relate to future work, education, etc.

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- c. Compassionate or compelling reasons for the transfer exist.
- d. The student can provide evidence that he/she was misled by Australian Institute of Professional Technique or its appointed representative regarding the course or Australian Institute of Professional Technique.

If the application is successful, Australian Institute of Professional Technique will:

- a. provide a letter of release no cost to the student.
- b. Update PRISMS.

Release not granted.

A letter of release will be refused if a student cannot provide satisfactory evidence that his/her course does not meet their long-term goals, is academically unsuitable, or cannot demonstrate compassionate or compelling circumstances for the transfer exit.

A release request will not be granted if:

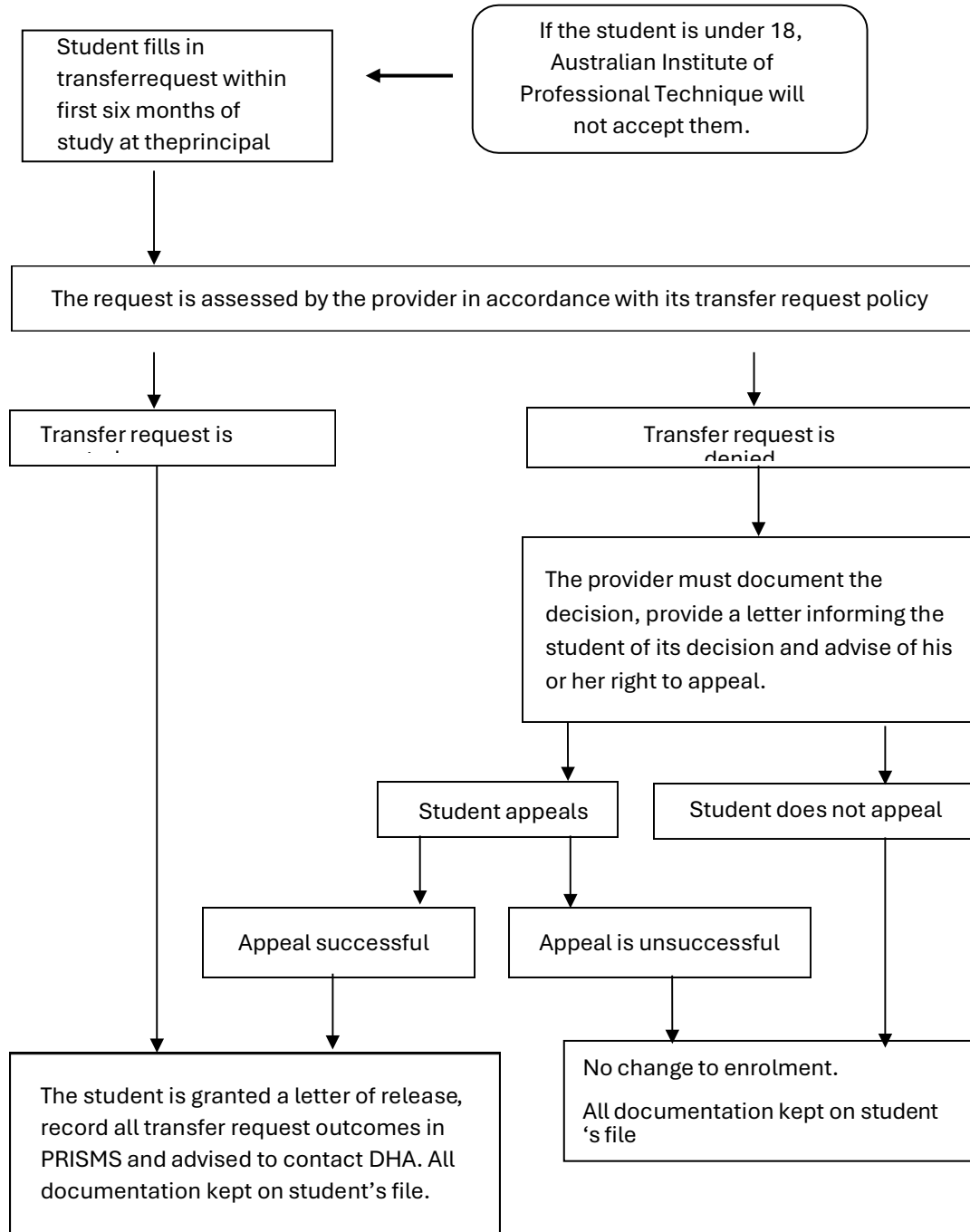
- a. Australian Institute of Professional Technique forms the view that the student is trying to avoid being reported to the Department of Home Affairs for failure to meet the provider's academic progress requirements.
- b. The transfer may jeopardise the student's progression through a package of courses.
- c. The intended course will not provide adequate preparation for further study nor be recognised by higher education or VET providers as meeting their entry requirements, and the transfer would be detrimental to the student's future study plans.
- d. Australian Institute of Professional Technique fees for the course the student is currently enrolled in have not been paid in full. This includes any balance instalment payments applicable to the course. (Students are advised to read the Australian Institute of Professional Technique Refund Policy prior to seeking a release, as any pre-paid fees for future courses within a packaged program will not be refunded after the student has commenced their study at Australian Institute of Professional Technique)

Applicants will be informed in writing of the outcome and the reasons for the decision, and the factors are taken into consideration given the student's individual circumstances.

A copy of the student's letter of release application, notes recording the assessment and the result of the application, and a copy of the response letter sent to the student by Australian Institute of Professional Technique must be placed in the student's file and recorded in transfer in/transfer out registers.

Students whose request for transfer has been refused may appeal the decision in accordance with Australian Institute of Professional Technique's Complaints and Appeals Policy.

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Enrolling a transferring student (Transfer IN)

Australian Institute of Professional Technique will not actively recruit and 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.
1. Australian Institute of Professional Technique will issue the letter of offer to facilitate the transfer but cannot formally enrol the student unless a letter of release from the student's original provider has been provided.
 2. All existing Credit Transfers and RPLs recognised by the previous registered RTO will be recognised by Australian Institute of Professional Technique if the original evidence is provided (See Policy SPP110 – National Recognition, Credit Transfer and Recognition of Prior Learning).
 3. Australian Institute of Professional Technique will not seek to enrol a student who has not yet completed six months of their principal course of study with another RTO. PRISMS will assist Australian Institute of Professional Technique to identify if a student has not completed six months of the principal course. When creating a CoE to a transferring student, Australian Institute of Professional Technique will follow the prompts on PRISMS, which will also inform whether the student is enrolled elsewhere.
 4. Transferring student must provide a written letter of release from original registered provider, except when: At least one of the exceptions specified below is satisfied.
 - 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
 - The student's CoE was conditional on meeting certain requirements and that the student has not been able to meet those requirements. As the result, the student is left without a provider. In this situation, where the student is able to provide documentary evidence of their predicament (these documents will be accepted as "approximates" to a letter of release), transfer will be permitted.
 - The student no longer has a student visa and therefore no principal course.
 5. Where a student's enrolment may have been cancelled under Standard 9 of the National Code ("Deferring, suspending or cancelling the overseas student's enrolment"), there is no need for the provider to also issue a release letter - in this situation the cancellation would be sufficient.

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Publication

This policy once approved, will be available to all students and staff by accessing Australian Institute of Professional Technique on request. This policy will also be available through Australian Institute of Professional Technique's website as well.

This policy and procedure will form part of the information distributed and communicated during staff orientation.

Review Process

The policy and procedure will be reviewed annually by the Operations Manager.

Document Name	Transfer between Providers, Policy and Procedure	Author	Compliance Consultant
Date Reviewed	June 2024	Reviewed by	Operations Manager
Next Review Date	June 2025	Approved by	CEO