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## Transfer Between Registered Providers Policy

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<b>Policy Contact:</b>	Accreditation Manager
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### 1.0 Purpose

This policy aims to ensure that Engineering Institute of Technology (EIT) comply with Standard 7 of the National Code - Transfer between registered providers.

This means that EIT:

- does not enrol any transferring CRICOS student prior to the six months of their principal course being completed unless that student has a valid letter of release agreeing to such a transfer
- considers student requests for transfer in the light of this policy
- provides a written response to student requests for transfer
- enable students to appeal through the grievance policy
- keeps copies of all documents.

### 2.0 Scope

This policy applies to all EIT CRICOS students studying on student visas.

### 3.0 Compliance Requirements

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students

#### 4.0 Policy

Providers are restricted from enrolling transferring students prior to the student completing six months of their principal course. This policy details acceptable reasons for transfer within this period and the procedures for assessing applications to transfer. Students who have studied longer than this period can use the normal application process for a transfer and no letters of release need to be sighted or produced.

1. EIT will not seek to recruit students within the first 6 months of their course unless:
  - 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 Skills Quality Authority (ASQA) and/or Tertiary Education Quality and Standards Agency (TEQSA) that prevents the student from continuing his or her principal course
  - 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.
2. All current students seeking to transfer to other providers within 6 months of commencement of their principal course need a letter of release to be able to enroll in another institution.
3. Transfer requests from EIT will not be granted unless there are exceptional circumstances as agreed by EIT that need to be taken into consideration. These factors include, but are not limited to:
  - compassionate grounds, e.g. illness of the student or illness or death of a close family member
  - exceptional circumstances, e.g. family emergency, natural disaster
  - ability of EIT to meet the student's requirements.
4. Transfer requests from EIT will not be granted where:
  - the transfer might have a negative impact on future study options
  - the student has unpaid course fees
  - the student may be seeking transfer only to avoid being reported to the Department of Education and Training and/or Australian Skills Quality Authority (ASQA) and/or Tertiary Education Quality and Standards Agency (TEQSA) for failure to meet academic progress or attendance requirements.
5. The Dean of Engineering will make any final decision as to whether to grant a letter of release to any student.
6. Letters of release would always be provided when or if:
  - EIT registration or the course to be offered has been revoked, or the course has been removed from EIT's scope of registration
  - Sanctions imposed on EIT by the Australian Skills Quality Authority (ASQA) and/or Tertiary Education Quality and Standards Agency (TEQSA) prevent the student from continuing in the course

- a government sponsor deems that the transfer is in the best interest of their student.
7. The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the refund policy independent of this policy.
  8. Conditional offers of enrolment may be made to students from other providers, subject to the current provider giving the student a release letter. Confirmation of enrolment cannot be provided to the student unless their current provider issues them with a letter of release.
  9. No confirmation of enrolment will be issued until a student has provided EIT with the original of the academic transcript/statement of results from the other provider, and the EIT College Manager has assessed that the student can be fit into a class.
  10. EIT will assess and respond to a student's request to transfer within 10 working days of the request being submitted.

#### **5.0 Supporting documentation**

- Transfer between registered providers procedure.