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## Transfer Between Registered Providers Procedure

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### 1.0 Purpose

This procedure aims to ensure that the 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 international 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 procedure
- provides a written response to student requests for transfer
- enable students to appeal through the grievance procedure
- keeps copies of all documents.

### 2.0 Scope

This procedure 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 Procedure**

Providers are restricted from enrolling transferring students prior to the student completing six months of their principal course. This procedure 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. Procedure for assessing students wishing to transfer to EIT.
  - EIT receives an application from a student who is on-shore and who has indicated that they are currently studying at another institution
  - EIT uses the Provider Registration and International Student Management System (PRISMS) to decide if the student has completed six months of their principal course. They also use the copy of the student visa in the passport to ascertain what the principal course is and when they arrived in Australia
  - If they have completed six months, the application process proceeds as usual
  - If they have not completed six months of their principal course, they are asked to provide an appropriate letter of release in support of their application. They can be provided with a 'conditional' offer which clearly states that an offer of a place is contingent on their obtaining a letter of release.
  - If the student is receiving a government scholarship, they should provide written support from this government department/agency agreeing to the change which will stand in lieu of any letter of release
  - If such a letter of release is received and the student has no outstanding fees to be paid prior to the institution or other outstanding matters of concern, the application proceeds as for all off-shore applicants, on condition the student has provided the original of their academic transcript/statement of results from the other provider
  - If no satisfactory letter of release is obtained from such students, the application process is halted and the student informed that they are unable to transfer at this time. They are welcome to re-activate their application when the 6 months period has passed
  - Note that in the very rare circumstances where the original institution or course has ceased to be registered, or sanctions have been placed on the original institution by Australian Skills Quality Authority (ASQA) and/or Tertiary Education Quality and Standards Agency (TEQSA) which do not allow the student to continue with the course, no letter of release is required
  - The assessment procedure should not take more than 10 working days once the student has provided the necessary documentation
  - All requests, considerations, decisions and copies of letters should be placed on the student's file.

2. Procedure for assessing transfer applications from students wishing to transfer from EIT.
- The student makes a written request to transfer to another provider using the 'Cancellation of Enrollment Form'
  - The student must attach all required supporting material to this form (including a letter from the registered provider of the course to which they wish to transfer, confirming that a valid conditional enrolment offer has been made; and any other documentary evidence in support of their application or that is referred to in their application). Supporting material can include medical certificates, death certificates, funeral notices, press reports of natural disasters and statutory declarations, etc
  - With these documents sighted, the Course Coordinator will assess the transfer request considering the following questions:
    - Does the student have any outstanding fees payable? (If they do, these must be paid before a letter of release can be provided)
    - Is the student fully aware of any study issues involved in the transfer? (Course Coordinator checks any notes on student records)
    - Is the student simply trying 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 lack of course progress or poor attendance? (Course Coordinator checks the relevant notes on student records)
    - Are the reasons for transfer based on reasonable grounds, such as EIT not being able to meet the student's needs?
  - If the answers to the above are satisfactory and in accordance with the policy, the letter of release will be granted at no charge to the student. The student will also be advised of the need to contact the Department of Immigration and Border Protection to seek advise on whether a new student visa is required
  - EIT report students termination of studies through the Provider Registration and International Student Management System (PRISMS)
  - If any of the answers are unclear, they should be referred to the College Manager, to interview the student and gain a fuller understanding of the circumstances
  - The College Manager will make a recommendation to the Dean of Engineering if he believes the request should be refused or alternatively grant the letter of release
  - The College Manager will inform the student in writing of a negative outcome with reasons and indicate that the student may access the student appeal process as detailed in the Appeals Policy if they seek to appeal this decision
  - The above assessment procedure should not take more than 10 working days once the student has provided the necessary documentation
  - All requests, considerations, decisions and copies of letters of release should be placed on the student's file.

## **5.0 Supporting documentation**

- Transfer between Registered Providers Policy
- Cancellation of Enrolment form
- Student complaints, greivances and appeals policy and procedure
- Letter of release
- Letter of denial