

TRANSFER BETWEEN REGISTERED PROVIDERS PROCEDURE

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1.0 Purpose

This procedure aims to ensure that Engineering Institute of Technology (EIT) comply with Standard 7 of the National Code - Overseas Student Transfers.

This means that EIT:

- does not knowingly enrol any CRICOS student seeking to transfer from another provider's course prior to the student completing six months of their principal course
- assesses student transfer requests in accordance with this procedure and the associated policy
- provides a written response to student requests for transfer
- enable students to appeal through the grievance policy and 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 Providers of Education and Training to Overseas Students 2018 (National Code)

4.0 Procedure

This procedure details acceptable reasons for transfer within the transfer restricted period (i.e. prior to the student completing six months of their principal course) 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 release needs to be granted.

4.1 Procedure for assessing students wishing to transfer to EIT from another registered provider.

- EIT receives an application from an international student visa holder who indicates that they are currently studying at another institution with a student visa.
- EIT will ascertain from a copy of the student's current Confirmation of Enrolment (CoE) if they have completed six months of their principal course.
- If the student has completed six months of their principal course, the application process proceeds as usual as no release is required.
- If the student has not completed six months of their principal course, they are asked to seek a release from the other registered provider. EIT can provide the student with a 'conditional' letter of offer which clearly states that an offer of a place is conditional on obtaining a release from the other registered provider.
- 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 a release
- If a release is granted by the other registered provider, the application proceeds on the condition that the student provides copies of their academic transcript/statement of results from the other registered provider.
- If a release is refused by the other registered provider the application process is halted and the student informed that they are unable to be considered for admission at this time. Where the releasing provider has ceased to be registered or has had a sanction imposed on its registration by the ESOS agency that prevents the student from continuing their course at that registered provider releasing provider no release is required
- EIT aims to process all applications within 7 working days once the student has provided all the necessary documentation
- All requests, considerations, decisions and copies of letters are placed on the student's file.

4.2 Procedure for assessing transfer applications from students wishing to transfer from EIT to another registered provider.

- The student must apply for a release using the approved 'Application for Release' form
- An application for a release will only be considered if:
 - A student is eligible under the policies and procedures of EIT;
 - All supporting documents have been attached, as follows:
 - A copy of an offer letter from another Australian CRICOS registered education provider;
 - A separate and signed personal statement from the student providing the reason(s) for their Application for Release (this must include written consent allowing EIT to contact the new education provider to confirm the offer letter details);
 - Relevant evidence to support the claim e.g. medical certificate, death certificate or statutory declaration;
 - A copy of the identification page from the student's current and valid passport;
 - A letter of approval from the government/other sponsor supporting the proposed transfer (applicable for sponsored students only).
- With these documents sighted, the Higher Education Manager will assess the transfer request in accordance with EIT's policies and procedures, and the requirements of the National Code.
- During the assessment process the student may be asked to attend an interview.

- The Higher Education Manager will make a recommendation to the Accreditation & Compliance Manager on whether they believe the request should be granted or refused. The Accreditation and Compliance Manager will make the final decision on the outcome of the release.
- If a release is granted EIT will advise the student via email (a formal letter is not required). This email will also encourage the student to contact Immigration to seek advice on whether a new student visa is required.
- If EIT intends to refuse a transfer request, the student will be informed in writing of:
 - the reasons for the refusal
 - the student's right to access EIT's complaints and appeals process within 20 working days.
- EIT records all approved requests for release through the Provider Registration and International Student Management System (PRISMS)
- Applications for release may take up to ten (10) business days to process once the student has provided the necessary documentation.
- EIT will maintain records of all requests from students for a release and the assessment of, and decision regarding, the request for two years after the student ceases to be an accepted student.

5.0 Related Documents:

- Transfer Between Registered Providers Policy.HE
- Student Complaints, Grievances and Appeals Policy.HE
- Student Complaints, Grievances and Appeals and Procedure.HE
- Application for Release form
- Transfer Register
- National Code 2018