
Transfer between Education Provider Policy

– International

Policy Code: INT-009 **Version:** 8.0 **Effective Date:** 12 October 2018

Purpose:

This policy outlines the way in which transfer requests from international students studying on a **student visa** are assessed. It also sets out the circumstances in which the College will accept enrolments from international students currently studying in Australia (onshore enrolments).

Definition of “College” – *In the higher education sector, ACPE Limited trades as The Australian College of Physical Education (ACPE); Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour) and Wellnation; Study Group Australia Pty Limited trades as Martin College and Martin Higher Education (Martin HE). For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective entities or trading names.*

Definition of “International students” – *The College defines an International Student as someone **who is not an Australian citizen or permanent resident or a New Zealand citizen or a permanent visa holder.** This definition includes students studying onshore on a range of temporary visas (working holiday visa, tourist visa, student visa etc) or offshore as an online student. Information that applies only to students studying on specific visa classes (e.g. Student Visa) is specified when relevant. It should be noted that all international students pay fees specified for international students, regardless of visa subclass.*

Scope:

- All campuses
- All International students holding an Australian Student Visa.
- Student Services teams

Policy Statement:

This policy covers three (3) types of request for transfer by international students studying on a **student visa** which occur before the student completes the first six months of their principal course of study:

- Transfer from the College to another education provider
- Transfer between Campuses
- Transfer from another education provider into the College

Student Transfer Requests – Transfer from the College

Students who wish to transfer to another provider (including another provider in the Study Group Australia Higher Education Division) must provide a valid letter of offer from the provider they wish to transfer to and fill out a [Transfer of Campus or Provider form](#). Students must also attend a transfer interview if requested.

If the student is within the first 6 months of study in their principal course of study, transfer will only be granted under special circumstances (see the [Special Consideration Policy – Higher Education](#)). In all other cases, where transfer is granted, students will be provided with a Letter of Release.

Student Transfer Requests – Transfer between College Campuses

Students wishing to transfer between the College's campuses (remaining enrolled at the same College) must seek approval to transfer and complete a [Transfer of Campus or Provider form](#).

Student Transfer Requests – Transfer to the College

The College must not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing 6 months of their principal course of study (the principal course is generally the final course or highest qualification of study where a student has been issued a visa for multiple courses 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 defaulted in the delivery of the course in which the student was enrolled
- 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.

Proof of any of the above circumstances must be kept on the incoming students file. If the student has already completed 6 months of their principal course of study no release letter is required to enrol at the College.

Letter of Release

The College must grant a letter of release where the Student has provided an offer letter from another education provider confirming that a valid enrolment has been made.

The letter of release sets out whether or not the student has maintained satisfactory attendance, course progress and paid all fees. This section must be completed for every student that is issued a letter of release.

The College shall process all applications for Release Letters at no cost. In addition, an appointment shall be scheduled to counsel students looking to transfer. The student should contact the Department of Human Affairs (DHA) to confirm if a new student visa is needed and/or discuss how this change to enrolment will impact their student visa.

Release letter assessment application timeframe

The College shall assess Release Letter applications and reply to the student within 10 working days.

Record Keeping

All records of applications for a Release Letter are to be kept in the student file. In addition, the change of provider (either leaving the College or entering the College) will be notified to DHA via the PRISMS database and COE adjustments.

Definitions: **COE** – Confirmation of Enrolment; a formal document generated in the PRISMS system when an international student's details are entered on this system related to a specific course at the College.

ESOS – [Education Services for Overseas Students](#). A legislative framework, administered by the Australian Government, addressing the

responsibility of education institutions towards overseas students

Special Circumstances – Compassionate and/or compelling circumstances beyond the student's control

Principal Course - the final course of study or the highest qualification for which **student visa** has been issued where a student has been issued a visa for multiple courses of study.

PRISMS - Provider Registration and International Student Management System. The DHA database for international student management.

Letter of Release - a letter from one education provider to another that sets out the students, attendance, course progression and payment of fees that a student must provide to the provider they wish to transfer to if they have not completed 6 months of their **principal course**.

Student - an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Further Information:

Related [Change of Education Provider Procedure – International](#)

Procedures:

Related Policies: [Fees Policy – International](#)

[Refund Policy – International](#)

[Special Consideration Policy – Higher Education](#)

Benchmarking: Not Applicable

Supporting Research and Analysis: <https://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD7.aspx#governmentsponsoredstudents>

Related [Transfer of Campus or Provider Form](#)

Documents: [Release Letter Template - New Provider](#)

Related Legislation: **Legislative Framework that applies to education providers who offer courses to international students in Queensland:**

- a. The Education (Overseas students) Regulation 1998 (Qld) made under the ESOS Act (ESOS Regulation).
- b. [National Code of Practice](#) for Registration Authorities and providers of education and Training to Overseas students 2007 made under the Education Services for overseas students Act 2000.
- c. The Education Services for Overseas Students Amendment (re-registration of providers and other Measures) Act 2010 (ESOS Amendments Bill).

Guidelines: Not Applicable

Policy Author:	Director, Student Services & Retention
Policy Owner:	National HE Compliance Manager
Contact:	National HE Compliance Manager
Approving Body:	ACPE – Academic Board Meeting date: 22-Dec-15 Endeavour - College Council Meeting date: 17-Feb-17 Martin HE – Academic Board (East) Meeting date: 14-Feb-17
Policy Status:	Harmonised
Responsibilities for Implementation:	National HE Compliance Manager Director, Student Services & Retention International Student Advisers National Student Services Manager International Enrolment Advisers
Key Stakeholders:	National HE Compliance Manager Director, Student Services & Retention International Student Advisers National Student Services Manager International Enrolment Advisers International Students
Date for next review:	March 2018