TRANSFER BETWEEN REGISTERED PROVIDERS

Transfer from College to another provider and vice-versa for International Students

The policy of the college is to ensure that it does not enrol any transferring international Student prior to the 6 months of their principal course being completed unless that Student has a valid letter of release agreeing to such a transfer.

This policy applies to all students enrolled at the College. Those Students who have not commenced their 'principal' program will also need a letter of release (from both the college and further education provider) to be able to enrol in another institution.

Our broad policy is to agree to all transfer requests unless there are some particular factors that need to be taken into consideration. These are that the Student requesting a transfer has an inaccurate understanding of what the transfer represents to their study options, or that they still owe the college course fees or that it is suspected that they are seeking transfer only to avoid being reported to DEEWR for failure to meet academic progress or attendance. Letters of release will always be provided when or if:

1. The college registration or that of the Certificate or other course has been revoked.
2. Sanctions imposed on the college by the Australian Government prevent the Student from continuing in the course.
3. A government sponsor deems that the transfer is in the best interest of their Student.

Procedure for assessing Students wishing to transfer to ANC

- Student Administration receives an application from a student who is on-shore and who has indicated that they are currently studying at another institution.

- The Student Administration Officer uses PRISMS to decide if the Student has completed 6 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, the application process proceeds as for all off-shore Students.

- If they have not, 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. Note: If they are in receipt of a Government scholarship, they should provide written support from this government agreeing to the change which will stand in lieu of any letter of release.
• If such a letter of release is received, it is verified by contacting the relevant institution, if satisfactory, the application proceeds as for all off-shore applicants.

• 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 month period has passed.

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 the Australian government which do not allow the Student to continue with the course, no letter of release is required.

Procedure for assessing transfer applications from Students wishing to transfer from ANC:

• Students make a written request (e-mail is satisfactory) to Student Administration to transfer to another provider.

• The Student is asked to provide a valid offer of enrolment from the new institution.

• With these documents sighted, Student Administration 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 the study issues involved in the transfer? (Student Admin checks any notes on student record).
  - Is the student simply trying to avoid being reported to DEEWR for lack of course progress or poor attendance? (Student Admin checks the relevant notes on student record).

• If the answers to the above are satisfactory and in accordance with 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 DIAC and obtain a new visa if the course they transfer to is not a Higher Education/VET course.

• Student Administration reports Students termination of studies through PRISMS

• If any of the answers are unclear, they should be referred to the Campus Officer to interview the student and gain a fuller understanding of the circumstances and resolve the issue. The Campus Officer will make a decision if a letter of release be granted or the request refused. The Campus Officer will inform the student in writing if there is a negative outcome and indicate to the student that they can access the student appeal process.