

## P33 Student Transfer Policy

### 1.0 Purpose

- 1.1 The purpose of this procedure is to address Standard 7 of the revised National Code 2018 transfer between registered providers.

### 2.0 Responsibility

- 2.1 The CEO is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

### 3.0 Requirements

- 3.1 Central Melbourne Institute must not actively recruit students where the recruitment would conflict with the requirements of this procedure and/or Standard 7 of the National Code 2018.
- 3.2 No fee can be charged to the student by the Institute for issuing a letter of release.
- 3.3 Registered providers are restricted from enrolling transferring students in the first six months of their principal course of study except in accordance with Standard 7 of Part D the National Code 2018.
- 3.4 If a letter of release is refused by a registered provider a student may appeal the provider's decision.
- 3.5 Student must maintain their enrolment at all times throughout the appeals procedure.
- 3.6 Student must have their tuition fees up to date at time of application.

### 4.0 Definitions

- 4.1 The principal course is the highest qualification covered by the student's visa, Standard 7 also applies to all courses of study prior to the student's principal course.

### 5.0 Method

#### **Letter of Release**

- 5.1 Students must apply for a letter of release using F11\_release letter request form.
- 5.2 Applications for a letter of release will be considered by the Training or Compliance Manager and responded to within 14 days of being received by the Institute.
- 5.3 A letter of release will be granted in accordance with this procedure and only if the student can provide written confirmation that a valid enrolment offer has been made by another registered provider.
- 5.4 A letter of release will normally be granted without written confirmation that a valid enrolment offer from another provider has been made in the following situations:
  - The Institute is unable to continue to provide the course; or
  - The student can demonstrate they are experiencing threat to physical or mental health or safety by remaining at the Institute and can demonstrate clearly how this will be alleviated through a transfer; or
  - The current course of study is clearly not consistent with documented course requested for on their application.
  - Once the letter of release is granted student is advised to contact Department of Home Affairs (DHA) to seek advice on whether a new student visa is required.
- 5.5 A letter of release will normally not be granted in the following situations:
  - The requirements of the written agreement have not been met by the student; or

- The student does not satisfy any of the situations which normally lead to a letter of release being granted; or
  - The proposed transfer will jeopardise the student's progression through a package of courses; or
  - The student has unsatisfactory academic progress and has been or is about to be reported to DHA; or
  - The student cannot provide a letter from another registered provider confirming that a valid enrolment offer has been made.
- 5.6 If a letter of release is refused, reasons for the refusal will be documented in writing and the student will be informed of their rights of appeal using the Institute's complaints and appeals procedure.
- 5.7 A copy of the student's letter of release application; notes recording the assessment of the application and a copy of the response letter sent to the student by the Institute will be placed in the student's file

#### **Enrolling a transferring student**

- 5.8 Central Melbourne Institute will not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course 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 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.
- 5.9 In the event that Central Melbourne Institute knowingly enrolls a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study documentary evidence of at least one of the four conditions listed above must be obtained and placed in the transferring student's file.
- 5.10 Central Melbourne Institute will not seek to enrol a student who has not yet completed six months of their principal course of study with another registered provider unless the requirements of the National Code 2018 are met and then only in accordance with this procedure.

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