### Policies and Procedures

#### POLICY: TRANSFER OF STUDENTS BETWEEN PROVIDERS

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<tr>
<th>CRICOS Ref:</th>
<th>Standard No: 7</th>
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<td>NVR Ref:</td>
<td>SNR 16</td>
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**Policy**

The purpose of this policy is to ensure that international students wishing to transfer between registered training providers do so in accordance with the guidelines of the National Code 2007.

In accordance with the National Code 2007, registered providers are restricted from enrolling transferring students prior to the student completing six months of his or her principal course of study except for the circumstances outlined below. Registered providers from whom the student is seeking to transfer are responsible for assessing the student request to transfer within this restricted period. It is expected that the student request will be granted where the transfer will not be to the detriment of the student.

The Institute is committed to abide by and implement a transfer policy in accordance with the National Code 2007. The National Code restricts the movement of students to an alternative provider up to and including the first six months of the student's principal course, except in exceptional circumstances as listed below:

- the original registered provider 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
- any government sponsor of the student considers the change to be in the students best interest and has provided written support of that charge.

**Related Documents**

- National Code 2007
- ESOS Framework
- Complaints and Appeals Policy
- Refund Policy
- Complaints and Appeals Application Form
- Letter of Conditional Offer (Incoming Students)
- Letter of Release (Outgoing Students)
- Letter of Refusal to Release (Outgoing Students)
- Withdrawal from All Studies Form
## DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>The College</td>
<td>Danford College</td>
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<tr>
<td>DEEWR</td>
<td>refers to the Department of Education, Employment and working relation (Now Department of Education)</td>
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<tr>
<td>DIBP</td>
<td>refers to the Department of Immigration and Border Protection</td>
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## PROCEDURE: TRANSFER OF STUDENTS BETWEEN PROVIDERS

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### Action/Method

**1.0 Procedure:**

All current students of the College requesting a transfer to another registered provider prior to the expiry of the required 6 months in principle course must be referred to the Campus Manager or, in his/her absence a senior member of staff.

**1.1 Student Requests for transfers within the first 6 months of the principal course to another provider:**

- Must have a valid enrolment offer from another provider
- Must submit a request in writing to the College (Letter of release form)

The Campus Manager will consider each request and provide a written response to the student.

**1.2 Grounds for declining Requests for transfers**

Requests for transfers may be refused for the following reasons:

- The transfer may jeopardize the student progression through a package of courses
- The student is intending to avoid being reported to DIBC for failing to meet the College’s attendance or academic progress requirements.
- Valid letter of offer has not been received by the student
- Reasons for requesting transfer primarily relate to enhancing permanent resident opportunities, reduction in attendance requirements at the new institute or current timetable interferes with work arrangements
- Transfer perceived as detrimental to student’s welfare and wellbeing eg new institute
  - has 2x10 hour days of study,
  - requires considerable extra travel
  - requires attendance at hours outside of 0800-1000 in locations remote from built up areas or public transport
- students have outstanding fees with Danford College

1.3 Processing requests for transfers

Generally subject to 1.2 above all requests for release will be approved where it is considered in the best interests of the student academically or personally.

The Campus Manager will assess all students applying for transfer within the first six months of their principal course and respond in writing within 5 working days.

If the request is refused the student has 20 working days to appeal via the College’s Complaints and Appeals process.

1.4 Students transferring from other registered providers

A conditional letter of offer may be provided to a student who is requesting to transfer to the College from another registered provider. When assessing the application, the Campus Manager should ascertain if the student has a valid visa and the commencement date of the principal course in order to determine that transferring student has completed 6 months in the principle course with current provider. If transferring student has not completed 6 months in the principal course with current provider the Campus Manager must inform student of the requirement to obtain a letter of release from their current provider before a valid enrolment can commence and do not enroll that student until student provides a release letter from the current provider. Exceptions to this requirement are where

- 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.
- Any government sponsor of the student considers the change to be in the best interest and has provided written support for the change.

2.0 RESPONSIBILITIES

- It is the responsibility of the Campus Manager to receive and process requests for transfer. Requests for transfer may only be granted with the approval of the CEO
- It is the responsibility of the Campus Manager to advise students wishing to transfer to the College from other registered providers, on the requirements of obtaining a letter of release where necessary.