

| Version History | |
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| Document: Transfer Request Assessment Policy | |
| First Version Number: 09/07 | |
| Code: | |
| Version # | Summary of changes made |
| 05/08 | <p>Addition to grounds on which students Application to transfer will be judged detrimental to the student.</p> |
| 07/08 | <p>Addition "If the application is successful Nova Institute will:</p> <ul style="list-style-type: none"> • provide a letter of release at no cost to the student" |
| 05/10 | <p>Amended:</p> <p>"It is an Australian regulatory requirement that students who have not' completed six months of their principal course of study before changing or transferring between providers require a letter of release."</p> <p>"NIT 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 that provider has provided a letter of release."</p> <p>Removed:</p> <p>"the student has any outstanding fees, charges or accounts with NIT".</p> <p>Addition:</p> <p>where a release letter is not granted, the student will be provided with a written statement of reasons and student will be given the opportunity of appealing the decision as per complaints and appeals policy.</p> <p>Addition</p> <p>"the student has any outstanding fees and charges for the current study period"</p> |
| 05/12 | <p>Replaced "ESOS 2007 Standard 7: Transfer between Registered Providers" with "ESOS National code 7"</p> |

1. Purpose

The Institute will assess requests from students from a transfer between registered providers within the first six months of the commencement date of a student's principal course of study, through a documented student transfer request policy and procedures. A Student has the right to transfer automatically after a 6 month period if they have can provide a copy of a new COE from another Provider.

2. Related Standards

ESOS National code 7

3. Scope

This Policy applies to all students enrolled at Nova Institute of Technology (NIT) and must be followed by all staff managing enrolments or admissions. Students undertaking a packaged offer of Diploma and Degree will have the Degree as their principal course. Students who are on this packaged offer, and who are still in the diploma portion of this package, are considered to have not yet completed 6 months of their principal course.

4. Responsible parties

General Administration Manager is responsible for the control and issue of this procedure.

5. Definitions

COE – Confirmation of Enrolment

6. Policy and Procedure

It is an Australian regulatory requirement that students who have not' completed six months of their principal course of study before changing or transferring between providers require a letter of release.

A Provider such as NIT must not knowingly enroll the 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:

- a. the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- b. the original registered provider has provided a written letter of release;

- c. 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
- d. 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.

NIT will not seek to enroll a student who has not yet completed six months of their principal course of study with another registered provider unless that provider has provided a letter of release.

NIT students enrolled with NIT, and who have not yet completed six months of their principal course of study will not be authorised to transfer to another registered provider unless it is deemed by NIT management to be detrimental to the student to remain at NIT. A student's Application to transfer will be judged detrimental to the student where there is;

- e. Transfer to a lower level of study
- f. Increased tuition cost, particularly in cases where deposit paid in advance to NIT are non-refundable
- g. Increased duration of studies in Australia
- h. Insufficient preparation for further studies
- i. Qualifications not recognized by Higher Education Providers as satisfying their entry requirements
- j. Level of support services provided at new provider not equivalent
- k. Transfer would jeopardise student's progression through a package of courses
- l. Within 6 months of course beginning student's may be experiencing homesickness and transfer to another provider is not likely to overcome this problem
- m. NIT is of the view that student is avoiding being reported to DIAC for failure to meet academic progress requirements

Students who have not yet completed six months of study of their principal course may still request a transfer for consideration.

Students who apply for release will be assessed by the General Administration Manager. Applications for transfer from a student must:

- n. Be in writing;
- o. Relate to and provide details about the student's individual circumstances;
- p. Provide details as to the reasons why the application should be approved.

Upon receipt of the application, the institute must consider the request within 30 working days. This period may be extended if the applicant fails to provide all relevant information/documentation, however in such instances the Institute will advise the student of the additional information/documentation required to make the decision.

If the application is successful Nova Institute will:

- q. provide a letter of release at no cost to the student

If the application is unsuccessful in their request to transfer prior to completing 6 months of their principal course at NIT, NIT students can appeal the decision.

An application will be refused:

- a) Unless the student has a valid enrolment offer from the receiving provider; and
- b) In cases where student is under 18 years old, unless there is written evidence that student's parent or legal guardian supports the transfer AND written confirmation that the new provider will accept responsibility for approving a student's accommodation, support and general welfare arrangements.
- c) the student has any outstanding fees and charges for the current study period

An application will also be refused:

- a) If the application is made within 3 months of the commencement of course.
- b) Where the applicants transfer may jeopardise the student's progression through a package of courses.

Notwithstanding the above, an application will be accepted where: In the view of the General Administration Manager, the applicant has provided evidence of compelling and compassionate reasons for seeking the transfer. Applicants should note that it is their responsibility to provide appropriate evidence/documentation.

Applicant will be informed in writing of the outcome and all relevant documents will be retained in the student's file.

where a release letter is not granted, the student will be provided with a written statement of reasons and student will be given the opportunity of appealing the decision as per complaints and appeals policy.