

VERSION HISTORY			
Document	Transfer Request Assessment Policy and Procedure		
Current version	5.00	Next review	06/2020
Reviewed by	Training and Compliance Manager		
Approved by	Principal Executive Officer	Date	23/06/2019
Version #	Summary of changes made		
05/2008	Addition to grounds on which students Application to transfer will be judged detrimental to the student.		
07/2008	Addition "If the application is successful Nova Institute will: <ul style="list-style-type: none"> provide a letter of release at no cost to the student" 		
05/2010	<p>Amended "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>		
05/2012	Replaced "ESOS 2007 Standard 7: Transfer between Registered Providers" with "ESOS National code 7"		
06/2019	<p>Replaced responsibility from "General Administration Manager to "Principal Executive Officer"</p> <p>Amended to meet NC2018</p>		

1. PURPOSE

To document Nova Institute of Technology (NIT) policy and procedure for assessing overseas student transfer requests from NIT to another provider prior to the overseas student completing six months of his or her principal course.

The policy and procedure is available to all personnel and overseas students.

2. RELATED STANDARDS

National Code 2018, Standard 7

3. SCOPE

Overseas students enrolled at NIT that are seeking to transfer to another provider prior to completing six months of their principal course.

4. RESPONSIBLE PARTIES

Principal Executive Officer is responsible for the control and issue of this policy and procedure.

5. DEFINITIONS

Principal course of study: The principal course of study refers to the main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses.

For example, students undertaking a packaged offer of Diploma and Degree will have the Degree as their principal course. Students on this type of multiple course package, who are still studying the diploma portion of this package, are considered to have not yet completed 6 months of their principal course.

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6. POLICY AND PROCEDURE

According to the related standard cited above, training providers must not knowingly enrol an overseas student seeking to transfer from another registered provider's course prior to the overseas student completing six months of his or her principal, except where any of the following apply:

- The releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered;
- The releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that provider;
- The releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS; or
- Any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change.

Overseas students seeking to transfer to another provider after completing 6 months of their principal course will be granted their request and their enrolment with NIT will be cancelled. These students should refer to the following policies and procedures:

- NIT008 Deferring, Suspending or Cancelling a Student's Enrolment
- NIT026 Refund Policy.

THE TRANSFER PROCESS

For any overseas student seeking a transfer, prior to completing 6 months of their principal course, the following procedure applies:

1. The overseas student seeking to transfer needs to submit a transfer request by completing *Application to Transfer to Another Provider* form and submitting the form to NIT reception.
2. If the overseas student is under 18 years of age:
 - a. NIT ensures written confirmation the overseas student's parent or legal guardian supports the transfer
 - b. Where the overseas student is not being cared for in Australia by a parent or suitable nominated relative, NIT ensures the receiving provider confirms in writing that it accepts responsibility for approving the student's accommodation, support and general welfare arrangements.
3. The overseas student must provide a valid enrolment offer from another registered provider when submitting their transfer request.
4. All transfer requests will be assessed, and a reply will be provided to the student in writing within 14 calendar days of receipt of a request.

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5. Request will be granted where they are deemed to be in the student's best interests. These includes but not limited to instances where NIT has assessed that:
- The overseas student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with NIT's intervention strategy to assist the overseas student;
 - There is evidence of compassionate or compelling circumstances;
 - NIT fails to deliver the course as outlined in the written agreement;
 - There is evidence that the student's reasonable expectations about their current course are not being met;
 - There is evidence that the student was misled by NIT or an education or migration agent regarding it or its course and the course is therefore unsuitable to their needs and/or study objectives; or
 - An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.

Where a release is granted, this occurs at no cost to the overseas student. NIT advises all overseas students to contact Immigration to seek advice on whether a new student visa is required.

6. NIT may consider the following circumstances as reasonable grounds to refuse the transfer:
- If the transfer may jeopardise the overseas student's progression through a package of courses;
 - If the overseas student has recently started studying the course and the full range of support services are yet to be provided or offered to the student
 - If the overseas student is trying to avoid being reported for failure to meet attendance or academic progress requirements
 - If the student has any outstanding fees and charges for the current study period
7. The following will also be taken into account when making a decision on a request to transfer:
- The level of the qualification the student is seeking to transfer into
 - Increased tuition costs, particularly in cases where deposit paid in advance to NIT are non-refundable
 - Increased duration of studies in Australia
 - Insufficient preparation for further studies
 - Qualifications not recognized by Higher Education Providers as satisfying their entry requirements
 - Within 6 months of course beginning student's may be experiencing homesickness and transfer to another provider is not likely to overcome this problem

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- The extent to which a student that is unable to achieve satisfactory course progress has genuinely engaged with the implemented intervention strategy.
8. Where NIT refuses a transfer request, the student is informed in writing of:
 - The reasons for the refusal; and
 - The student’s right to access NIT’s complaints and appeals process, within 20 working days.
 9. NIT does not finalise an overseas student’s refusal status in PRISMS until:
 - The overseas student has chosen not to access the complaints and appeals processes within the 20 working day period; or
 - The appeal finds in favour of NIT; or
 - The overseas student withdraws from the process.

Transfer Records

NIT maintains records of all transfer requests and any associated records regarding the assessment and decision of the request, for a period of two years after the overseas student ceases to be an accepted student.

ASSOCIATED DOCUMENTS

NIT005 Complaints and Appeals Policy

NIT008 Deferring, Suspending or Cancelling a Student's Enrolment

NIT026 Refund Policy

NIT032-F1 Application for transfer to another provider

Release Letter granted/Not granted

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