



DURBAN INTERNATIONAL COLLEGE PTY. LTD.
CRICOS Provider Number: 02915G

TRANSFER OF STUDENTS BETWEEN THE PROVIDERS

POLICY & PROCEDURE GUIDELINE

Governance	NC- Standard 7		
Policy Reference No:	DIC-002	Version No:	2.4
Commencement Date:	January 2008	Review Date:	June 2016
Persons/Areas affected	All staff		
Policy	<p>This policy/procedure supports 'Standard 7 – Transfer between registered providers' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007'.</p> <p>Under this standard provider are restricted from enrolling transferring students prior to the student completing 6 months of their principal course. This policy details the procedures for assessing applications to transfer within this period. Students who have studied longer than this period can apply as normal and no letters of release need to be sighted or produced.</p> <p>The policy 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 and the below procedures will be implemented.</p> <p>The following procedures have been separated into 'Incoming students' and 'Outgoing students'.</p>		
Definitions	<p>'RTO' means 'Registered Training Organisation'</p> <p>'NC' means 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007'</p>		
Procedure	<p>Any requests that are received in relation to a student wishing to transfer education providers shall be the responsibility of the Administration.</p> <p>The Admin shall assess the applications to transfer education providers and conclude an outcome based on the following procedure for Incoming Students.</p> <p>The following procedure is relevant to any student who applies for a course within DIC and is currently studying on-shore with another registered provider.</p> <ul style="list-style-type: none"> The applicant must provide a copy of their COE and copy of Passport with appropriate Student visa (Original Passport to be sighted). 		

Document Name:	DIC-002 Transfer of students btw. Providers Policy & Proc.	Created Date:	January 2008
Document No:	DIC-002	Version No:	V 2.4
© Durban International College Pty. Ltd		Last Modified Date:	June 2015
		Page Sequence:	Page 1 of 4

Procedure- Incoming Students

- If they have completed more than 6 months of their principle course of study, the application process proceeds as for all off-shore students.
- Where a student has **NOT** completed 6 months of their principle course of study, they are asked to provide an appropriate letter of release in support of their application.
- To support the application they can be provided with a Letter of Offer which clearly states that an offer of a place is contingent on their obtaining a letter of release.
- If such a letter of release is received and the student has no outstanding fees to be paid to the prior institution or other outstanding matters of concern, 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.

Admin must ensure that the student has completed at least six months of his or her principal course of study **unless:**

- The original registered provider has ceased to be registered or the course has ceased to be registered.
- The original registered provider has provided a written letter of release.
- The original registered provider has 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 student’s best interest and has provided written support for that change.

NOTE: Evidence of this occurrence would need to be placed in the student file.

The following procedure is relevant to DIC students wishing to transfer to another education provider prior to completing six (6) months of their principle course of study.

Procedure- Outgoing Students

- Provide the student with advice on DIC’s procedures for applying for course transfer, including the need to formalize the request in writing stating the reasons for which they desire to transfer their course enrolment to another provider.
- Advice the student that their request may take as long as, but not extend past a 7-day assessment period.

Document Name:	DIC-002 Transfer of students btw. Providers Policy & Proc.	Created Date:	January 2008
Document No:	DIC-002	Last Modified Date:	June 2015
© Durban International College Pty Ltd		Page Sequence:	Page 2 of 4
	Version No:		V 2.4

Refuse a transfer	<ul style="list-style-type: none"> • The only reason a ‘release letter’ shall be issued if: <ul style="list-style-type: none"> - The DIC has cancelled/ceased to offer program (letter from DIC supplied) - Government sponsor considers the change to be in your best interest, if you are a sponsored student (written confirmation from sponsor required). - Exceptional circumstances or compassionate grounds can be established, such as undue hardship or sickness in the family that prevents travel to or from the course provider’s location of training (documentation required to support circumstances). • Provide a letter of release only after the student has provided a letter indicating a valid enrolment offer from another registered provider. • In assessing the application to transfer, Admin will check the following points: <ul style="list-style-type: none"> - Ensure any outstanding fees are paid - Ensure the student is fully aware of all issues relating the transferring of providers. - Check student records to ensure the student is not trying to avoid being reported to PRISMS due to lack of course progress or poor attendance records. • Once the above points have been addressed by Admin, a ‘Letter of Release’ will be granted at no charge to the student. The student will also be advised of the need to contact DIBP and obtain a new visa if the course they transfer to is not a Higher Education / VET course. Any issues will be reported to the CEO. • The Admin must report the student’s termination of studies via PRISMS. • The above process should not take more than 48 hours once the student has provided the necessary documentation. • All requests, considerations, decisions and copies of letters of release should be placed on student’s file. • The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the refund policy independent of this policy. • Refuse a transfer to another course offered by a registered provider except where reasonable circumstances or compassionate grounds can be established, such as undue hardship or sickness in the family that prevents travel to or from the course provider’s location of training
--------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Approval Authority:

Chief Executive Officer

Document Name:	DIC-002 Transfer of students btw. Providers Policy & Proc.	Created Date:	January 2008
Document No:	DIC-002	Version No:	V 2.4
© Durban International College Pty Ltd		Page Sequence:	Page 3 of 4

SUMMARY OF CHANGES:

ISSUE DATE	CHANGE
April - 2008	Version 1.1 - Full Revision
August - 2012	Version 2.0 - Full Revision
February-2013	Version 2.2- Partial Revision
March - 2013	Version 2.3- Partial Revision
June-2015	Version 2.4- Partial Revision