

International Student Transfer Between Registered Providers Policy

1. INTENT

- 1.1 This policy outlines the process for assessing requests made by international students who are seeking transfer to another registered provider; or are studying with another registered provider and seek to transfer to Tec-NQ.

2. SCOPE

- 2.1 International students seeking to transfer within the first 6 months of study in their principal course of study.

3. POLICY STATEMENT

- 3.1 International students seeking to transfer from Tec-NQ to another registered provider prior to completion of the first 6 calendar months of their principal course must seek approval to transfer and obtain a letter of release granted letter.
- 3.2 Tec-NQ will issue a release letter only if:
 - i. The student has supplied documentary evidence to support their request for transfer due to compassionate or compelling circumstances.
 - ii. That the students long-term educational goals and development or personal welfare needs cannot supported by Tec-NQ.
 - iii. Where a student can provide evidence that he or she was misled by the provider or an education or migration agent regarding the provider or its course.
 - iv. If the student is under 18 written support for the transfer has been provided by the parent/guardian; and
 - v. A valid letter of offer of enrolment from another registered training provider has been supplied.
- 3.3 Tec-NQ will refuse to issue a letter of release if:
 - i. If the transfer would be considered detrimental to the student and the circumstances for approving the grant of release letter has not been satisfied.

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- ii. A student who has unpaid course fees for the current study period will be refused a release letter.
 - iii. Factors that may be considered detrimental to the student may include:
 - If the transfer may jeopardise the student's progression through a package of courses
 - If the student has recently started studying a course and the full range of support services are yet to be provided or offered to the student; and
 - If the student is trying to avoid being reported to DIBP for failure to meet Tec-NQ's course progression requirements.
- 3.4 Where Tec-NQ issues a letter of release granted, this is issued at no cost to the student in accordance with standard 7 of the National Code. At the time of issuing the letter of release granted the student will also be advised of the need to contact DIBP to seek advice on whether a new student visa is required.
- 3.5 Where Tec-NQ does not grant a letter of release, Tec-NQ will advise the student of the outcome within 10 working days of the receipt of deferral, suspension, cancellation or release application being received. At this time the student will also be informed of their right to appeal the decision.
- 3.6 All records of requests for letters of release and decisions of application outcomes will be stored on the students Mitec file store by Tec-NQ.

4. STUDENTS SEEKING TO TRANSFER TO TEC-NQ

- 4.1 Tec-NQ will not actively recruit a student before the student has completed first six (6) calendar months of their principal course. International students within the scope of this policy who seek to transfer to Tec-NQ, will be issued with a CoE only if:
- i. The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
 - ii. The original registered provider has provided a written letter of release.
 - iii. The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory

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- government that prevents the student from continuing their principal course;
 - iv. Any Government sponsor of the student considers the change to be in the student's best interest and has provided written support for the change; or
 - v. If the student is under the age of 18, there is written evidence that the student's parent/guardian supports the transfer.
- Conducting intervention meetings, recording intervention meetings, monitoring of outcomes and progression from these meetings;
- 4.2 Where a letter of release Tec-NQ will ensure that International Students, parents/guardians and staff members:
- have access to adequate and easy to follow procedures to inform them of International Student Course Progression requirements.
 - Will be provided with written notice of intention to report for unsatisfactory progress and a 20 working days response period once all intervention strategies have been utilised and recorded with no improvement in course progression being achieved.
 - When a student has been identified for a second consecutive study period without a successful appeal against this assessment. Tec-NQ will report this unsatisfactory progress to DIBP who will consider the information available and if they decide to consider cancellation, DIBP will send a Notice of Intention to Consider Cancellation (NOICC) prior to a decision being made to cancel the students VISA. Students will be given an opportunity to respond to the NOICC and explain their situation.

5. POLICY RELEASE DETAILS

Date of Policy

9th February 2016

Approved by

Julie Hyde, Organisational Development Manager

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Signature:

Date:

Review Date