



INTERNATIONAL STUDENT TRANSFER (BETWEEN REGISTERED PROVIDERS) POLICY & PROCEDURE

RESPONSIBLE for:

- Ensuring Compliance:** Chief executive Officer/ Quality Management Committee
- Directly Responsible:** The Student Support Officer
- Adhering to Policy:** All Education Training & Employment Australia Personnel

GOVERNING STANDARDS

The Directors of Heidelberg Corporate Group (HCG) and its associated companies require compliance against the standards of ISO9001, and any Legislation and Regulations that relate to International Student Transfer (between registered providers). Information is available from the related Acts below,

Commonwealth legislation (information may not be limited only to this legislation)

- ESOS Act 2000

The standard that governs this Policy and Procedure is the SNR 16.6 and the National Code Standard 7

PURPOSE

The purpose of this policy and procedure is to address Standard 7 of the revised National Code 2007 transfer between registered providers and to provide Procedure for students and staff in relation to Applications for Transfer between Registered Providers.

Definitions

- | | |
|---|--|
| Application for Transfer Between Registered Providers | <i>An application by a Student for Transfer Between Registered Providers (release).</i> |
| Detrimental to the student | <ul style="list-style-type: none"> • <i>The proposed transfer will jeopardize the student's progression through a package of courses;</i> • <i>The student has unsatisfactory academic progress and has been or is about to be reported to DIBP</i> • <i>The student has been enrolled for less than 2 months and has not accessed the student support services that were offered to the student.</i> |

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	International Students Transfer (Between Registered Provider) Policy and Procedure	Company name	ETE A	Issued:	Sept 2014	Ver 1
Authorised by	QMC	CRICOS #	02925E	RTO #	5089	Review:
©Education Training & Employment Australia Pty Ltd ABN: 62085390692						Page 1 of 3

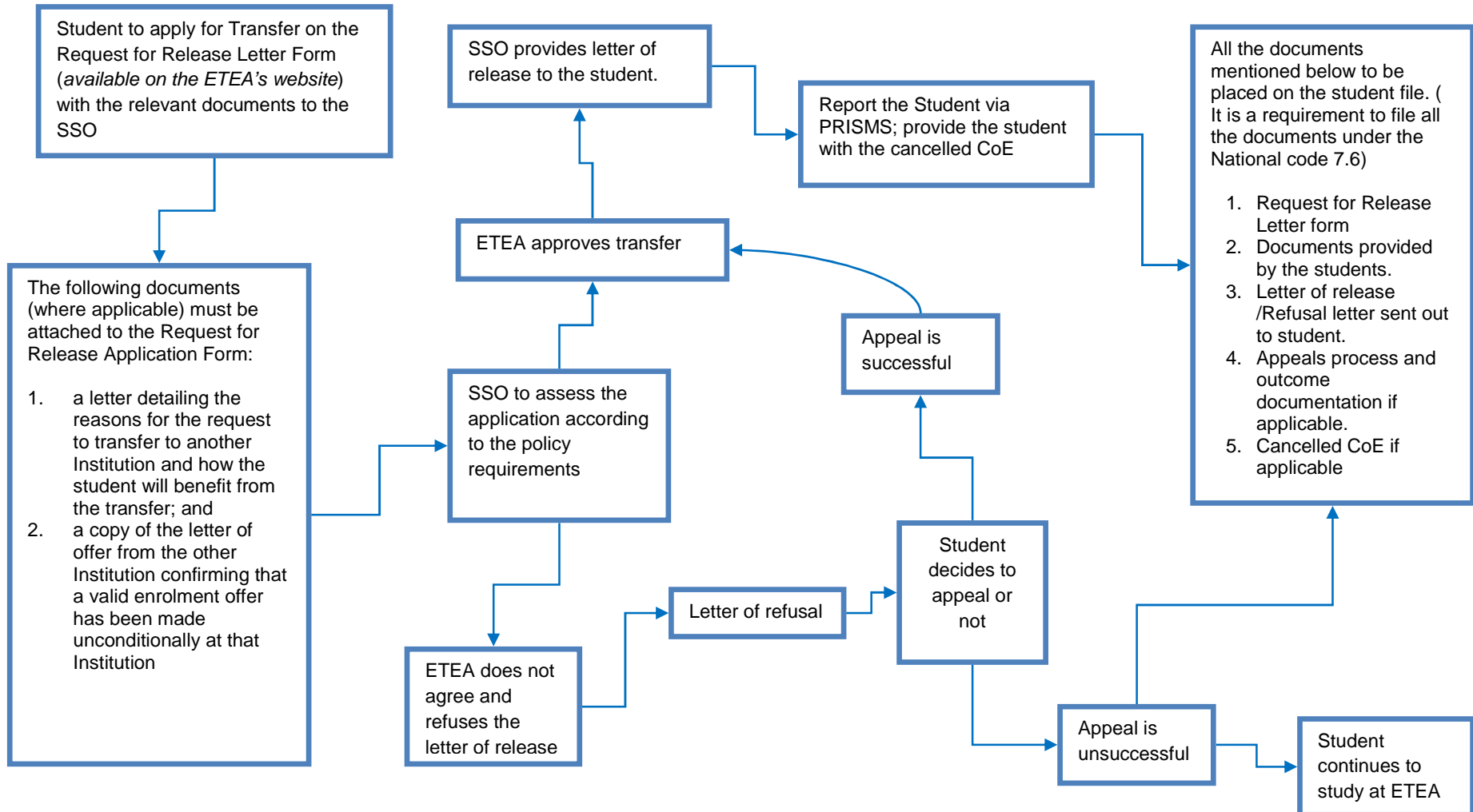
STATEMENT

1. Under Standard 7 of the National Code 2007, Registered Providers must not knowingly enrol a Student wishing to transfer from another Registered Provider's Course prior to the Student completing six calendar months of his/her Principal Course of study, except in limited circumstances as outlined in this policy.
2. ETEA will determine the circumstances in which it will provide or refuse to provide a Release Letter. Where a Student requests a transfer within the period of six months of commencement of their Principal Course the SSO will assess the request for transfer against this policy.
3. Students must co-operate with the SSO and attend any appointments scheduled for them including in respect of support services provided by ETEA.
4. Applying to Transfer between Registered Providers does not effect the requirement to attend their regular classes. Non attendance will not assist a student in being granted a letter of release.
5. No Release Letter is required where:
 - I. The student has completed at least 6 calendar months study in his or her principal course; or
 - II. ETEA has ceased to be registered or the course in which the student is enrolled has ceased to be registered; or
 - III. ETEA has a sanction imposed on it that prevents the student from continuing his or her principal course.
6. A student who wishes to apply to transfer to another provider prior to the completion of the first 6 months of the Student's Principal Course at ETEA must complete the Request for Letter of Release form. The form is available on the Website and at Level 1/113 Burgundy Street, Heidelberg, Vic 3084 or any other ETEA administration office.
7. ETEA will grant a Letter of Release if the student has provided a valid Letter of Offer from another Provider and it is not considered to be detrimental to the student to grant the Letter of Release.
8. Notwithstanding that the requirements of paragraph 7 above are satisfied, no Letter of Release will be granted where the student has outstanding debts to ETEA. If any debt is paid after the decision was made not to grant the Letter of Release; then, ETEA will grant the letter of Release if requested by the student, if it is considered not to be detrimental to the student.
9. Any request for a Letter of Release will be processed within 2 weeks from the date of the application for the Letter of Release.
10. There are no charges for providing a letter of release.
11. If the application of the Letter of Release is refused the student will be provided with written reasons for refusing the letter and will be advised of his or her right to appeal the decision in accordance with the Complaints and Appeals Policies of the College.
12. Enrolling a transferring student :
 - I. ETEA will not knowingly enrol a 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:
 - *the original registered provider has ceased to be registered or the course in which the student is enrolled 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, or*
 - *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.*
 - II. In the event that ETEA knowingly enrolls a 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 documentary evidence of at least one of the four conditions listed above must be obtained and placed in the transferring student's file.
 - III. ETEA 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 the requirements of the National Code are met and then only in accordance with this procedure.

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	International Students Transfer (Between Registered Provider) Policy and Procedure	Company name	ETEA	Issued:	Sept 2014	Ver 1
Authorised by	QMC	CRICOS #	02925E	RTO #	5089	Review:
©Education Training & Employment Australia Pty Ltd ABN: 62085390692					24 months	Page 2 of 3

Student Transfer (Transfer between Registered Providers Procedure)



Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	International Students Transfer (Between Registered Provider) Policy and Procedure	Company name	ETEA	Issued:	Sept 2014	Ver 1
Authorised by	QMC	CRICOS #	02925E	RTO #	5089	Review:
©Education Training & Employment Australia Pty Ltd ABN: 62085390692					24 months	Page 3 of 3