Transfer between Registered Providers Policy and Procedure

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.

Scope:
This Policy and Procedure relates to international students studying with Pax Institute of Education on Student Visa.

Responsibility:
The Student Services Representative is responsible for the implementation of this Policy and Procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

Definitions:

Application for Transfer Between Registered Providers
An application by a Student for Transfer Between Registered Providers (release).

Detrimental to the student
- The proposed transfer will jeopardize the student’s progression through a package of courses;
- The student has unsatisfactory academic progress and has been or is about to be reported to DIBP
- The student has been enrolled for less than 2 months and has not accessed the student support services that were offered to the student.

Associated Documents:
Complaints and Appeals Policy and Procedure

Warning - Uncontrolled when printed! The current version of this document is kept on Pax Institute of Education Intranet.
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) The Institute is entitled to 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 SSR will assess the request for transfer against this policy.

3) Students must co-operate with the SSR and attend any appointments scheduled for them including in respect of support services provided by the Institute.

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 from the Institute where:

   I. the Student has completed at least 6 calendar months study in his or her Principal Course; or
   II. the Institute has ceased to be registered or the Course in which the Student is enrolled has ceased to be registered; or
   III. The Institute 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 within the first 6 months of the Student’s Principal Course at the Institute must complete the Request for Letter of Release form. The form is available on the Website and at the Reception of Pax Institute of Education on request.

7) The Institute 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) The letter of release will be provided to the students at no cost.
9) Notwithstanding that the requirements of paragraph 7 above are satisfied, no Letter of Release will be granted where the student has outstanding debts to the Institute. If any debt is paid after the decision not to grant the Letter of release; then, the Institute will grant the letter of Release if requested by the student.

10) Any request for a Letter of Release will be processed within 14 days of the application for the 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 Institute.

12) Enrolling a transferring student:

I. The Institute will not knowingly enroll 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 the Institute 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. The Institute 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 the requirements of the National Code are met and then only in accordance with this procedure.

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Student to apply for Transfer on the Request for Release Letter Form (available on the Institute website) with the relevant documents to the SSR

The following documents (where applicable) must be attached to the Request for Release Application Form:

I. A copy of the letter of offer from the other Institution confirming that a valid enrolment offer has been made unconditionally at that Institution.
II. Any other documentation on the grounds of which the release is requested.

SSR provides letter of release to the student and passes this information to the Enrolment and Student Records Officer

PIE approves transfer

SSR to assess the application according to the policy

The Institute does not agree and refuses the letter of release

Enrolment and student Records Officer to report the Student via PRISMS, provide the student with the cancelled CoE

Appeal is successful

Student decides to appeal or not

Student to appeal or not

Appeal is unsuccessful

Student continues to study at the Institute

All the documents mentioned below to be placed on the student file:

I. Request for Release Letter form
II. Documents provided by the students.
III. Letter of release /Refusal letter sent out to student.
IV. Appeals process and outcome documentation if applicable.
V. Cancelled CoE if applicable