

3.13.1 STUDENT TRANSFER POLICY

CRICOS PROVIDER CODE 01751G

INTERNATIONAL STUDENTS PROGRAM

Telephone: + 61 8 8725 5455

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Email : davet@tenison.catholic.edu.au



Tenison Woods College
PO Box 965
Mount Gambier
South Australia 5290

STUDENT TRANSFER POLICY

This Student Transfer Policy covers the National Code 2018 requirement that a registered provider must 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 unless the original provider has provided a letter of release. All requests will be attended to within 7 days of receipt of this report.

Students Transferring to Us

On receipt of an application from an overseas student we will complete the applicable section of the Student Transfer Report form and record the following information:

1. The reason(s) why the student wishes to change provider.
2. The initial start date of study with the training provider.
3. Time period in the current course of study (must be six months).
4. Does the student have a Letter of Release from the training provider?
5. If the student does not meet the above criteria the student must be advised as to reason of non compliance and given the opportunity to re apply.
6. If the student meets the above criteria and can meet the entry requirements for the course of study they will be enrolled
7. Upon enrolment the Principal will contact DIAC using their pro forma letter advising them in the student's change of enrolment and the date that we have assumed responsibility for the student.

Students Transferring to another Provider

If we receive an application from one of our overseas students, we will complete the applicable section of the Student Transfer Report form. We will only grant an overseas student's request for a letter of release only in exceptional circumstances relating to the welfare of the student.

1. All applications for transfer from an overseas student must be presented in written letter to the Principal.
2. The letter must provide the following details:
 - reason(s) why the student wishes to change to another provider
 - other documentary evidence to support the reason for request
 - full details of the new provider
 - provided a valid enrolment offer from the new provider who must be registered on CRICOS
3. The Principal will make a decision based on the above.
4. If the transfer is granted the Principal will draw up a Letter of Release.
5. If the transfer is refused the Principal will provide the student with details of the refusal in a Letter. This letter will also advise the student that if they do not agree with the decision they have a right of appeal and how they can access the Complaints and Appeals process. The student is also advised that they have 20 days to access the appeals process.

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Complete this section for any overseas student who wishes to transfer to us from another training provider.

Students Transferring to Us Report	
Name of student: _____	
Date of application: _____	
Reason for wanting to enroll with us: _____ _____	
Name of their current provider: _____	
Start date of their current course of study: _____	
Does the student have a Letter of Release from their current provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student meet the entry requirements for the course applied for?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the student under 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide details of parent(s) / guardian: _____	
Has the parent(s) / guardian provided support in writing for the transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, this must be provided to proceed.	
Recommendation	
The student meets the above criteria and can be enrolled in Tenison Woods College <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, complete the following:	
The date on which we will assume responsibility for the student will be: _____	
DIAC has been notified of the change in enrolment using their pro-forma letter	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signed by student: _____	
If under 18 years of age also to be signed by parent / guardian: _____	

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Students Transferring to another Provider

Name of student: _____

Date of application: _____

Reason for wanting to enroll with another provider _____

Name of their potential new provider: _____

Intended date of transfer: _____

Does the student have a valid enrolment offer from their new provider? Yes No

Is the student under 18 years of age? Yes No

If yes, provide details of parent(s) / guardian: _____

Has the parent(s) / guardian provided support in writing for the transfer? Yes No

If No, this must be provided to proceed.

Has the student been advised that any change in their enrolment will be communicated to DIAC and this may affect their Visa status? Yes No

Signed by student to indicate they have received the above information:

Students Transferring Recommended

The student meets the above criteria and can be transferred to another provider, complete the following:

Date that the Letter of Release is issued and signed: _____

Date on which our responsibility for the student will end: _____

Date DIAC has been notified of the change in enrolment: _____

Signed by student: _____

If under 18 years of age also to be signed by parent / guardian: _____

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Students Transfer Refused

The student does not meet the above criteria and transfer is refused, complete the following:

Date that the Letter of Transfer Refusal is issued and signed: _____

- Reason(s) for Refusal:
- Request is made within 4 weeks of start of study
 - We believe the transfer will be detrimental to the students' studies
 - We believe the student is trying to avoid be reported to DIAC for lack of progress or poor attendance
 - The new provider is not registered or is not supplying the same course
 - Course fees are outstanding / owed by the student

Has the student been advised that they can appeal this decision? Yes No

Has the student been provided with the Complaints & Appeals process and form? Yes No

Has the student been advised that they have 20 days to submit an appeal? Yes No

Signed by student: _____

If under 18 years of age also to be signed by parent / guardian: _____