

TRANSFER BETWEEN PROVIDERS

Policy #04.02
Policy Area: International Students

This is a statement of the Academy of Film, Theatre & Television's (AFTT) policy relating to the transfer of international students to another training provider.

1. Purpose

The purpose of this policy is:

- 1.1 to ensure that international students wishing to transfer between registered training providers do so in accordance with the guidelines of the *National Code of Practice for Providers of Education and Training to International Students 2007* (National Code 2007)
- 1.2 to set out AFTT's policy and procedure with regard to requests from international students for a letter of release in order to transfer to another registered provider

2. Background

In accordance with the National Code 2007, registered providers are restricted from enrolling transferring students prior to the student completing six months of his or her principal course of study except for the circumstances outlined in this policy.

Registered providers from whom the student is seeking to transfer are responsible for assessing the student request to transfer within this restricted period. It is expected that the student request will be granted where the transfer will not be to the detriment of the student. A letter of release, if granted, will be issued at no cost to the student and must advise the student of the need to contact the Australian Government Department of Immigration and Border Protection (DIBP) to seek advice on whether a new Student Visa is required.

3. Definitions

For the purposes of this policy:

International student: a student studying in Australia on a Student Visa and does not include a study tour participant in Australia on a visitor or tourist visa.

DIBP means the Australian Government Department of Immigration and Border Protection, www.border.gov.au

Registered provider means a provider approved to deliver a course to International students under the *Education Services for International Students Act 2000* and *Education Services for International Students Regulations 2001*. Registered providers and their approved courses are listed on the CRICOS Register at <http://cricos.education.gov.au/>.

4. Policy

AFTT is committed to abiding by, and implementing a transfer policy in accordance with the National Code 2007. The National Code restricts the movement of students to an alternative provider up to, and including the first six months of the student's principal course, except in exceptional circumstances as listed below:

- 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 students best interest and has provided written support of that change.

5. Procedure

All current students of AFTT requesting a transfer to another registered provider prior to the expiry of the required 6 months must be referred to the Campus Manager or, in his/her absence a senior member of staff. AFTT will retain records of all requests from students for a letter of release and the assessment of, and decision regarding the request on the student's file.

5.1 Requests for transfers within the first 6 months of the principal course

Students wishing to transfer to another provider:

- Must have a valid enrolment offer from another provider;
- Must submit a request in writing to AFTT. AFTT will consider each request and provide a written response, including any reasons for refusal, to the student within 5 working days.

5.2 Grounds for declining Requests for transfers

Requests for transfers may be refused for the following reasons:

- The transfer may jeopardize the student progression through a package of courses;
- The student is intending to avoid being reported to DIBP for failing to meet AFTT's attendance or academic progress requirements;
- Valid letter of offer has not been received by the student;
- The student has outstanding fees to be paid to AFTT;
- Reasons for requesting the transfer primarily relate to enhancing permanent resident opportunities, reduction in attendance requirements at the new institute or current timetable interferes with work arrangements;
- Transfer perceived as detrimental to student's welfare and wellbeing e.g. new institute
 - has restricted hour days of study;
 - requires considerable extra travel;
 - requires attendance at hours outside of 0800-2200 in locations remote from built up areas or public transport.

5.3 Processing requests for transfers

- Generally subject to the grounds listed in paragraph 2 above, all requests for release will be approved where it is considered in the best interests of the student academically or personally.
- The Campus Manager will interview all students applying for a transfer within the first six months of their principal course and assess the request and respond in writing, within 5 working days.
- If the request is refused, the student has 20 working days to appeal via the AFTT's *Complaints and Appeals* process.

5.4 Students transferring from other registered providers

A letter of offer may be provided to a student who is requesting to transfer to AFTT from another registered provider. In discussion with the student, staff should ascertain if the student has a valid visa and the commencement date of the principal course, in order to determine if the student to a no transfer clause. If applicable, staff must inform the student of the requirement to obtain a letter of release from their current provider before a valid enrolment can commence. Exceptions to this requirement are where:

- 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/her principal course.
- Any government sponsor of the student considers the change to be in their best interest and has provided written support for the change.

6. Positions Responsible

- 6.1 It is the responsibility of the Campus Manager to receive and process requests for transfer.
- 6.2 Requests for transfer may only be granted with the approval of the CEO.
- 6.3 It is the responsibility of the Student Recruitment Advisor (SRA) to advise students wishing to transfer to AFTT from other registered providers about the requirements of obtaining a letter of release where necessary.

7. Standards Alignment

AFTT meets the following RTO standards requirements:

[ESOS] National Code 2007

Standard 7: Transfer between registered providers

8. Approval

This policy was approved by the CEO on 14 March 2016.