

TRANSFER BETWEEN REGISTERED PROVIDERS POLICY



SIA distinguishes student transfers into two categories **incoming and outgoing students**.

SIA will ensure all students, staff and agents have access to our Transfer Policy and Procedure.

SIA acknowledges students can transfer with no restrictions once they have completed 6 months of their *principal course*.

SIA may request permission from students to contact their previous institution to gain further information on their previous enrolment. Such permission will be request in writing and signed by the student.

INCOMING STUDENTS

1. Will not enrol a student wishing to transfer from another institution unless the student can provide evidence they have completed 6 months of their Principal Course unless:
 - a. the original CRICOS provider has ceased to be registered of the course in which the student is enrolled has ceased to be registered
 - b. the original provider has produced a Letter of Release
 - c. the original provider has 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
 - d. A Government sponsor of the student considers the change to be in the students best interest and has provided written support for that change.

SIA will check Provider Registration and International Student Management System (PRISMS) to see if the student is enrolled elsewhere, but will not solely rely on the PRISMS data.

Other checks may include evidence of the completed qualification/statements of attainment from the student. Evidence of the last date they attended a class to enable SIA to prove we have done all necessary to ensure the student is not enrolled elsewhere or still within 6 months of their principal course.

SIA is aware if a student transfers to another provider, any refunds of course fees paid to the original provider will be in accordance with the original provider's refund policy.

Student applications will be assessed as per our *Transfer Between Registered Providers Policies and Procedures*.

OUTGOING STUDENTS

SIA will not grant a Letter of Release to any student who does not have a valid Letter of Offer within the first 6 calendar months from the date of the commencement of their principal course. If the student has had a break in their student due to a deferment or suspension the break period will not be counted as part of their 6 months of completed study.

SIA will grant a Letters of Release where the transfer will not be to the detriment of the student.

Some examples of what may be considered to the students detriment are:

- if the transfer may jeopardize the student's progression through a package of courses
- If the student has recently started studying the course and the full range of support services are yet to be provided or offered to the student (it is good practice to revisit the issue within a timeframe negotiated with the student); and
- if the student is trying to avoid being reported to DIBP for failure to meet the provider's attendance or academic progress requirements.

Students wanting to be released from SIA will be required to firstly request an appointment with either the Principal Executive Officer/COE, or Compliance Manager. SIA will ensure a meeting is offered within 48 hours of the request. After the meeting the student will be required to complete an application form with reasons of why they want to leave, sign and lodge the form with the administration desk. All documentary evidence supporting the request must be submitted with the form.

No request will be considered until the student produces a signed Letter of Offer from another CRICOS registered provider.

SIA will not charge for a Letter of Release.

Our Letter of Release will state: whether or not the student demonstrated a commitment to studies during the course, whether or not they had a good attendance record, and whether or not they paid all course fees owing.

The Letter of Release will also advise the student to contact DIBP urgently to seek advice on whether or not a new student visa is required.

No restrictions apply to students who have completed the first 6 months of their principal course.

SIA WILL NOT issue a Letter of Release if a student has unpaid course fees for the current study period. The current study period is determined as the study period in which the student applies

for a Letter of Release. If this falls during holiday break the release will be determined as being the previous study period.

SIA's Students will be provided with written notice of a transfer refusal. All records and processes which form part of the decision will be kept on the student's file.

NOTE: A Letter of Release is NOT REQUIRED if -

A student arrives in Australia in anticipation of commencing a course, and the course is conditional on their meeting certain entry requirements. The student fails to meet these requirements, and in the absence of a release letter, the student is left without a provider. In this situation, where the student has not yet commenced their course, the provider cancelling the student's CoE is sufficient to permit a transfer under Standard 7.

or

Where a student's enrolment may have been cancelled under Standard 13 of the National Code ("Deferring, suspending or cancelling the student's enrolment"), there is no need for the provider to also issue a release letter - in this situation the cancellation would be sufficient.

Principal course is defined by DOE/DIBP AS...

The principal course is the student's main course of study or that leading to the highest qualification on the student's current visa. If the student is on a package of courses, the course leading to the highest qualification will be the student's principal course and the restriction will apply to the first six months of that course and any packaged courses before it.