

InTech Institute of Technology		
Policy: Transfer Between Registered Providers		
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Justification: Separation of policies from \Policies and Code of Conduct Document into individual Policy Documents. Prompted by internal Audit with Mr. John Dwyer. Reviewed for compliance By Tony Watson, Helen, Christine for AQTF compliance Reviewed by Robin for ESOS National Code 2007 Compliance		

Transfer from InTech (College) to another provider and vice-versa for International Students

From July 2007, providers are restricted from enrolling transferring students prior to the student completing 6 months of their principal course. This policy details the procedures for assessing applications to transfer within this period. Students who have studied longer than this period can apply as normal and no letters of release need to be sighted or produced.

The **Policy of InTech** is to ensure that it does not enrol any transferring international student prior to the 6 months of their principal course being completed unless that student has a valid letter of release agreeing to such a transfer.

Letters of release would always be provided when or if:

- **InTech** registration or that of the Certificate or other course has been revoked.
- Sanctions imposed on **InTech** by the Australian government prevent the student from continuing in the course.
- A government sponsor deems that the transfer is in the best interest of their student.

Procedure for assessing Students wishing to transfer into InTech

- The enrollment officer receives an application from a student who is on-shore and who has indicated that they are currently studying at another institution.
- The enrolment officer or Head of college conducts an interview to determine the reasons for the transfer to InTech
- The Enrollment officer use PRISMS to decide if the student has completed 6 months of their principal course. They also use the copy of the student visa in the passport to ascertain what the principal course is and when they arrived in Australia.
- If they have, the application process proceeds as for all off-shore students.
- If they have not, they are asked to provide an appropriate letter of release in support of their application. They can be provided with a "conditional" offer which clearly states that an offer of a place is contingent on their obtaining a letter of release. Note, If they are in receipt of a Government scholarship, they should provide written support from this government agreeing to the change which will stand in lieu of any letter of release
- If such a letter of release is received and the student has no outstanding fees to be paid to the prior institution or other outstanding matters of concern, the application proceeds as for all off-shore applicants.
- If no satisfactory letter of release is obtained from such students, the application process is halted and the student informed that they are unable to transfer at this time. They are welcome to re- activate their

application when the 6 month period has passed.

Procedure for assessing transfer applications from students wishing to transfer OUT of InTech

- Students make a written request to the Intech to transfer to another provider.
- The student is asked to provide a valid offer of enrolment from the new institution.
- If the student is under 18, their parent or guardian must support this request in writing.
- If they are under 18, they must also provide written evidence that the new provider will accept responsibility for their accommodation and welfare.
- With these documents sighted, the Intech will assess the transfer request considering the following questions:

- Does the student have any outstanding fees payable? (if they do, these must be paid before a letter of release can be provided)
- Is the student fully aware of the study issues involved in the transfer? (Intech checks any notes on student records).
- Is the student simply trying to avoid being reported to DEST due to lack of course progress or poor attendance? (Again Intech checks the relevant notes on student records).

- If the answers to the above are satisfactory and in accordance with policy, the letter of release will be granted at no charge to the student. The student will also be advised of the need to contact DIAC and obtain a new visa if the course they transfer to is not a Higher Education/VET course.
- The Enrollment officer will report students termination of studies with Intech via PRISMS
- If any of the answers are unclear, they should be referred to the Administrative Manager, to interview the student and gain a fuller understanding of the circumstances.
- The enrolment officer will make a recommendation to the College Director if they believe the request should be refused or alternatively grant the letter of release. The Director will inform the student in writing of a negative outcome with reasons and indicate that the student may access the Intech student internal and then if necessary the external appeal process as detailed in the Student Handbook.

Notes:

- The above assessment procedure should not take more than 5 working days once the student has provided the necessary documentation.
- All requests, considerations, decisions and copies of letters of release should be placed on student's file, and
- **The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by refund policy.**