

Transfer of Provider Policy: Overseas Students

1 PURPOSE

This policy and the related procedure provide a documented process for assessing requests for the Transfer of Provider. FIT Education safeguards against knowingly enrolling an overseas student prior to completion of at least six months of their principal course, except for meeting specified criteria detailed herein.

The purpose of this policy is to ensure that overseas students wishing to transfer between registered training providers do so in accordance with The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 7.

2 SCOPE

This policy outlines the circumstances in which FIT Education will assess Transfer of Provider requests in accordance with the National Code. FIT Education will assess each request on an individual student basis, considering all supporting documentation of the request.

3 DEFINITIONS

Incoming Transfer: refers to a student transferring from another institution to this one

Outgoing Transfer: a student leaving this institution to go to another

4 POLICY STATEMENT

4.1 INCOMING STUDENT TRANSFER

- 4.1.1 If the student has completed more than six months of their principal course of study, the application process proceeds as for all overseas students.
- 4.1.2 Where a student has NOT completed six months of their principal course of study, they are informed that they need to provide a Letter of Release to support of their application.
- 4.1.3 To support the application, FIT Education may provide a Conditional Letter of Offer which clearly states that an offer of a place is subject to the condition that they acquire a Letter of Release.
- 4.1.4 If no satisfactory Letter of Release is obtained from the provider of the student's principal course of study, the application process will be discontinued and the student will be informed that they are unable to transfer at that time. The student will be to be informed that they may reactivate their application when the six (6) month period has passed.
- 4.1.5 The Student Transfer Application Register is to be updated with details of the student, transfer application and outcome.

- 4.1.6 In event that the student cannot continue with their course of study due to the original course or institution ceasing to be registered, or because of sanctions placed on the original institution by the regulators, no Letter of Release will be required. Evidence of this occurrence will be to be placed in the student file.
- 4.2 FIT Education, as the receiving registered provider will not knowingly enrol any 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:
- a) the releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS,
 - b) the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered, (
 - c) the original registered provider has provided a written Letter of Release,
 - d) the original registered provider has had a sanction imposed on its registration by the ASQA as the ESOS Agent, that prevents the student from continuing studies, or
 - e) 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.

4.3 OUTGOING STUDENT TRANSFER

- 4.3.1 Students wishing to transfer to another provider must first complete a Transfer of Provider Request Form, along with any supporting documentation.
- 4.3.2 All requests will be assessed individually, taking into account the circumstances of the student and if the transfer will be in the best interest of the student.
- 4.3.3 All requests will be processed within 10 working days from the date of submission, with a Letter of Release or Letter of Refusal being provided.
- 4.3.4 Notwithstanding the outcome, the student will have 20 days to access FIT Education's Complaint and Appeals process.
- 4.3.5 All documentation (requests, considerations, decisions and copies of letters of release) will be placed on student's file.
- 4.3.6 The details of the application to transfer, including the outcome of the application, will be entered into the Student Transfer Application Register
- 4.3.7 The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the Refund Policy independent of this policy.

4.4 CIRCUMSTANCES IN WHICH A TRANSFER OF PROVIDER REQUEST WILL BE GRANTED

- 4.4.1 FIT Education will consider a Transfer of Provider Request and grant a Letter of Release under the following circumstances:
- a) Compassionate or compelling circumstances,
 - b) The provider and the course better meets the student's academic capabilities and requirements
 - c) FIT Education has ceased to be registered or the course in which the student is enrolled has been cancelled or ceased to be registered, or the course is not delivered as outlined in the written agreement by fault of FIT Education as the provider
 - d) there is evidence that the overseas student's reasonable expectations about their current course are not being met

- e) there is evidence that the overseas student was misled by the registered provider or an education or migration agent regarding the registered provider or its course and the course is therefore unsuitable to their needs and/or study objectives
- f) an appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student
- g) FIT Education 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
- h) 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
- i) Exceptional circumstances (documentation required to support circumstances and a letter of offer from another provider is required.)
- j) Special circumstances in which the FIT Education may consent to the transfer request because transfer is in a student's best interests, including but not limited to our having assessed that: (7.2.2)
 - after engaging with Fit Education's intervention strategy to assist the overseas student in accordance with Standard 8 (refer to Overseas Student Intervention Strategy Policy) the student will be reported because they are not able to achieve satisfactory course progress at the level they are studying
 - a reasonable timeframe for assessing and replying to the overseas student's transfer request having regard to the restriction period

4.4.2 In addition to the above, FIT Education will grant a Letter of Release where the student has provided a letter from another registered provider confirming that a valid enrolment offer has been made, (7.2.1)

4.4.3 If a Letter of Release is granted, this will be issued at NO cost to the student.

4.4.4 Students will be informed that they are to contact Australian Department of Home Affairs to seek advice on whether a new Student VISA is required.

4.5 CIRCUMSTANCES IN WHICH A TRANSFER OF PROVIDER REQUEST WILL NOT BE GRANTED

4.5.1 FIT Education will not grant a Letter of Release under the following circumstances:

- a) The request is within six months of commencement of the principal program with FIT Education
- b) The student does not have a valid Letter of Offer from the receiving provider,
- c) The student has Financial difficulties or Outstanding Payments for FIT Education services
- d) Where FIT Education does not agree that the transfer is in the students best interest or academic capabilities
- e) The new course provider is not a CRICOS provider

4.5.2 In the instance of a refusal of transfer FIT Education will issue a Letter of Transfer Refusal to the student, stating the reason or reasons for refusal and of their right to appeal this decision. FIT Education will provide the student with access to the Appeals and Complaints process in accordance with Standard 10 (see Complaints and Appeals Policy and Procedures), within 20 working days.

4.6 FINALISING OUTGOING STUDENT TRANSFER REQUESTS

4.6.1 The registered provider must not finalise the student's refusal status in PRISMS until the appeal finds in favour of the registered provider, or the overseas student has chosen not to access the complaints and appeals processes within the 20 working day period, or the overseas student withdraws from the process.

- 4.6.2 The registered provider must maintain records of all requests from overseas students for a release and the assessment of, and decision regarding, the request for two years after the overseas student ceases to be an accepted student.

5 RESPONSIBILITIES

The CEO of FIT Education has responsibility for development, review, monitoring, evaluation, implementation and approval of all FIT Education Policies.

- 5.1 It is the responsibility of the Administration Co-ordinator to receive and process requests for transfer. Requests for transfer may only be granted with the approval of CEO.
- 5.2 It is the responsibility of the Course Co-ordinator or Administration Co-ordinator to advise students wishing to transfer to/from other registered providers, on the requirements of obtaining a Letter of Release. Where necessary the Administration Co-ordinator will assess outgoing transfer applications checking the following:
- Ensure any outstanding fees are paid
 - Ensure the student is fully aware of all issues relating the transferring of providers.
 - Check student records to ensure the student is not trying to avoid being reported to the appropriate government agency(s) due to lack of course progress or poor attendance records
- 5.3 The Administration Co-ordinator shall issue a Letter of Refusal to Transfer to the student where transfer request being has been denied, stating the reason or reasons for refusal.
- 5.4 In the instance of a refusal of transfer FIT Education will also inform the student of their right to appeal this decision and provide the student with access to our appeals and complaints process.
- 5.5 When the transfer request is granted, Administration Co-ordinator will generate a Letter of Release to the student at no charge.
- 5.6 The Administration Co-ordinator will send a Letter of Release to the student. The student will be advised of the need to contact Australian Department of Home Affairs and obtain a new visa if the course they transfer to is not a Higher Education or VET course.
- 5.7 Administration Co-ordinator will enter the student's termination of studies via PRISMS to inform the appropriate government bodies.
- 5.8 It is the responsibility of the CEO to ensure this policy and the corresponding procedure are available to all staff.
- 5.9 It is the responsibility of the CEO to ensure this policy and the corresponding procedure are available to all overseas students and prospective students.

6 RELATED LEGISLATION AND REGULATIONS

- * The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 7
- Standards for Registered Training Organisations (RTOs) 2015
- Education Services for Overseas Students Regulations 2001
- Education Services for Overseas Students Act 2000

7 RELATED POLICIES, PROCEDURES AND DOCUMENTS

- Transfer of Provider Procedures
- Student Transfer Application Register
- Transfer of Provider Request Form
- Complaints & Appeals Policy
- Complaints & Appeals Procedure
- Formalisation of Enrolment and Written Agreement Policy
- Conditional Letter of Offer
- Letter of Offer and Acceptance
- Letter of Refusal to Transfer
- Letter of Release

Transfer of Provider Procedures

Outgoing Student Transfers

Step 1. Application

No.	Who	Actions
1.1	Student	<p>a) Students wishing to transfer to another provider must first complete a Transfer of Provider Request Form, along with any supporting documentation.</p> <p>b) Supporting documentation may include but is not limited to: Letter of Release, Letter of Offer or Conditional Letter of Offer, Transcripts, letters from Government sponsors, letters or documents proving compelling circumstances for the need to transfer provider</p> <p>c) Student submits all documentation to FIT Education</p>
1.2	CEO	<p>a) CEO assesses outgoing transfer applications as follows:</p> <ul style="list-style-type: none"> • Ensure all outstanding fees are paid • Ensure the student is fully aware of all issues relating to transferring providers. • Check student records to ensure the student is not attempting to avoid being reported to the appropriate government agency(s) for unsatisfactory progress or poor attendance records

Step 2. Assessing the application

No.	Who	Actions
2.1	CEO	<p>a) Transfer application is evaluated and a decision reached (see flow chart)</p> <p>A Transfer of Provider Request will be considered and Letter of Release may be granted under the following circumstances:</p> <ul style="list-style-type: none"> • compassionate or compelling circumstances • The provider and the course better meets the student's academic capabilities and requirements • The previous institution has ceased to be registered or the course in which the student is enrolled has been cancelled or ceased to be registered • The previous institution 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 • Exceptional circumstances (documentation required to support circumstances and a letter of offer from another provider is required.) <p>b) in addition to the above, a Letter of Release is only granted where the student has:</p>

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		<ul style="list-style-type: none"> provided a letter from another registered provider confirming that a valid enrolment offer has been made, and <p>A Letter of Release is not issued under the following circumstances:</p> <ul style="list-style-type: none"> The request is within six months of commencement of the principal program The student does not have a valid Letter of Offer from the receiving provider The student has Financial difficulties or Outstanding Payments Where the RTO Manager does not agree that the transfer is in the students best interest or academic capabilities The new course provider is not a CRICOS provider
2.2	Administration Co-ordinator	<p>a) Update Student Transfer Application Register with student and application details as well as outcome of application for all applicants whether transfer granted or refused.</p> <p>b) Send Letter of Refusal to Transfer to students who were refused a transfer. Letter must also inform the student of their right to access the Complaint and Appeals process within 20 days of the decision.</p> <p>c) Notification must be sent within two working days of any decision being reached.</p>

Incoming Student Transfers

No.	Who	Actions
1.1	Student	<p>a) Students wishing to transfer from another provider must first complete a Transfer of Provider Request Form, along with any supporting documentation.</p> <p>b) Supporting documentation may include but is not limited to: Letter of Release, Letter of Offer or Conditional Letter of Offer, Transcripts, letters from Government sponsors, letters or documents proving compelling circumstances for the need to transfer provider</p> <p>c) Student submits all documentation to FIT Education</p>
1.2	Administration Co-ordinator	<p>a) Receive and process requests for transfer</p> <p>b) Pass completed and processed application to the RTO Manager</p>
1.3	CEO	<p>a) The application is assessed and a decision reached based upon the following:</p> <ul style="list-style-type: none"> whether the student has completed at least 6 months of principle course of study. If application is submitted within the first 6 months of Principle Study course with no letter of release provided

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		<ul style="list-style-type: none"> • If application is submitted within the first 6 months of Principle Study course with no letter of release provided, the student is advised the application process is discontinued and the student informed that they are unable to transfer at this time, with the following exceptions: <ul style="list-style-type: none"> ○ 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, agreeing to such a transfer; ○ 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 in his or her principal course; ○ 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 b) Students who are refused an incoming transfer are to be informed that they may reactivate their application when the 6 month period has passed. a) If the student applies at any time following the initial six-month period of the principal program the application process proceeds as for all overseas students. b) Applications for transfer must be processed within 10 working days from the date of submission.
1.4	Administration Co-ordinator	<ul style="list-style-type: none"> a) Where Transfer Application for an incoming student is successful, the application and enrolment proceeds as for all overseas students b) If a Letter of Release is granted, this will be issued at NO cost to the student. c) Students to be informed that they are to contact DIBP to seek advice on whether a new Student VISA is required. d) Update Student Transfer Application Register with student and application details as well as outcome of application for all applicants whether transfer granted or refused. e) Send Letter of Refusal to Transfer to students who were refused a transfer. Letter must also inform the student of their right to access the Complaint and Appeals process within 20 days of the decision. f) Notification must be sent within two working days of any decision being reached.