

## Student transfer [National code 7]

### 1.0 Purpose

- 1.1 The purpose of this procedure is to address standard 7 of the revised National Code 2007 transfer between registered providers

### 2.0 Responsibility

- 2.1 The CEO is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

### 3.0 Requirements

- 3.1 The RTO must not actively recruit students where the recruitment would conflict with the requirements of this procedure and/or Standard 7 of the National Code
- 3.2 No fee can be charged to the student by the College for issuing a letter of release
- 3.3 Registered providers are restricted from enrolling transferring students in the first six months of their principal course of study except in accordance with Standard 7 of Part D the National Code.
- 3.4 If a letter of release is refused by a registered provider a student may appeal the provider's decision.

### 4.0 Definitions

- 4.1 N/A

### 5.0 Method

#### Letter of Release

- 5.1 Students must apply for a letter of release on the appropriate form
- 5.2 Applications for a letter of release will be considered by the Training Manager and responded to within 14 days of being received by the college.
- 5.3 A letter of release will be granted in accordance with this procedure and only if the student can provide written confirmation that a valid enrolment offer has been made by another registered provider.
- 5.4 A letter of release will normally be granted, within 5 working days of the application, in the following situations:
- The college is unable to continue to provide the course; or
  - The student can demonstrate they are experiencing threat to physical or mental health or safety by remaining at the college and can demonstrate clearly how this will be alleviated through a transfer; or
  - The current course of study is clearly not consistent with documented course requested for on their application.
  - In exceptional compassionate circumstances beyond the students control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required) and the exceptional compassionate circumstances has led to a permanent change in the student's circumstances that makes continued enrolment inappropriate.
- 5.5 A letter of release will normally not be granted in the following situations:
- The requirements of the written agreement have not been met by the student; or
  - The student does not satisfy any of the situations which normally lead to a letter of release being granted; or
  - The proposed transfer will jeopardise the student's progression through a package of courses; or
  - The student has unsatisfactory academic progress and has been or is about to be reported to DIAC; or
  - The student has unsatisfactory behaviour and has been or is about to have their enrolment suspended or cancelled and be reported to DIAC; or

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- The student cannot provide a letter from another registered provider confirming that a valid enrolment offer has been made.
- 5.6 If a letter of release is refused, reasons for the refusal will be documented in writing and the student will be informed of their rights of appeal using the college complaints and appeals procedure.
- 5.7 A copy of the student's letter of release application; notes recording the assessment of the application and a copy of the response letter sent to the student by the college must be placed in the student's file

### Enrolling a transferring student

- 5.8 The college will 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 except where:
- 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 student's best interest and has provided written support for that change.
- 5.9 In the event that the college knowingly enrolls 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 documentary evidence of at least one of the four conditions listed above must be obtained and placed in the transferring student's file.
- 5.10 The College will not seek to enrol a student who has not yet completed six months of their principal course of study with another registered provider unless the requirements of the National Code are met and then only in accordance with this procedure.

### 6.0 Revision history

Revision	Date	Description of modifications
1	March 2008	Original
2	May 2009	Modified to include unsatisfactory behaviour as potential grounds for not granting a letter of release
3		
4		
5		