

International Student Transfers Policy

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| Source of Obligation | <p>Standard 7.1 of the National Code states the School must not knowingly enrol an international student seeking to transfer from another registered provider's course prior to the international student completing the first six months of his or her first registered school sector course, except where the following applies:</p> <ul style="list-style-type: none">• the releasing registered provider, or course in which the international student is enrolled, has ceased to be registered• the releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the international student from continuing his or her course at that registered provider• the releasing registered provider has agreed to the international student's release and recorded the date of effect and reason for release in PRISMS• any government sponsor of the international student considers the change to be in the international student's best interests and has provided written support for the change. |
| TIGS' Policy | <p>The School will not enrol an international student seeking to transfer from another registered provider except in circumstances that meet the exceptions under Standard 7.1 of the National Code.</p> <p>For information about how to manage student transfers in PRISMS, refer to Additional Resources.</p> <p>If a student has to complete an ELICOS course prior to their first school sector course, they are restricted from transferring during this course.</p> <p>Students who apply for enrolment at TIGS prior to completing the first six months of their first registered school sector course, must provide a letter of release from their releasing registered provider with their application to the School.</p> <p>Students of TIGS can apply for a letter of release to enable them to transfer to another registered provider. Students are requested to complete an Application for Student Transfer/Letter of Release.</p> |
| Student Transfer Request | <p>The School will only grant a transfer request after the international student has completed the first six months of his or her first registered school course unless an exception in Standard 7.1 applies.</p> <p>Requests for transfer to another registered provider must:</p> <ul style="list-style-type: none">• be in writing (can be by email); and• provide a valid enrolment offer from another registered provider. <p>One of the grounds on which the School may agree to an international student's release under Standard 7.1 is if the transfer is in the student's best interests:</p> <ul style="list-style-type: none">• as determined by the School itself after six months; or• as determined by the government sponsor of the student before six months (refer to the Source of Obligation section above). <p>Circumstances in which a transfer is in the international student's best interests, include but are not limited to where the School has assessed that:</p> <ul style="list-style-type: none">• the international student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with the School's intervention strategy, as outlined in our Academic Support Policy and Academic Support (ELICOS) Policy• there is evidence of compassionate or compelling circumstances• the School has, or will, fail to deliver the course as outlined in the written agreement• there is evidence that the international student's reasonable expectations about their current course are not being met• there is evidence that the international student was misled by the School or an education or migration agent regarding the School or its course and the course is therefore unsuitable to their needs and/or study objectives• an appeal (internal or external) on another matter results in a decision or recommendation to release the international student. |
| Application Procedure | <p>An application for student transfer/letter of release is to be made using the Application for Student Transfer/Letter of Release form. This form can be downloaded from the School's website.</p> <p>A Letter of Offer from the institution to which the student wishes to transfer must accompany the application form.</p> <p>If the student is under 18 years of age, written confirmation that the international student's parent/guardian support the transfer must be supplied.</p> <p>The application must be submitted to the Registrar for consideration.</p> |
| Compassionate or Compelling Circumstances | <p>Compassionate or compelling circumstances are generally those beyond the control of the international student and which have an impact upon the international student's course progress or wellbeing. These include, but are not limited to:</p> <ul style="list-style-type: none">• serious illness or injury, where a medical certificate states that the international student was unable to attend classes• bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)• major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the international student's studies• a traumatic experience, which could include:<ul style="list-style-type: none">• involvement in, or witnessing of a serious incident• witnessing or being the victim of a serious crime, and this has impacted on the international student (these cases should be supported by police or psychologists' reports)• where the School was unable to offer a pre-requisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.• <i>inability to begin studying on the course commencement date due to delay in receiving a student visa.</i> <p>When determining whether compassionate or compelling circumstances exist the School may require the student to provide documentary evidence to support a claim.</p> |

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| Refusal of Transfer | <p>The School will refuse a transfer request where we believe it is reasonable to do so. Reasonable grounds include:</p> <ul style="list-style-type: none"> • the international student is not genuinely engaging with an intervention strategy with the intention of failing and being released • the student wants to live somewhere else. • The student's progress is likely to be academically disadvantaged; • TIGS is concerned that the student's application to transfer is a consequence of the adverse influence of another party; • The student is under 18 years of age and there is no written evidence that the student's parents support the transfer; or no written confirmation that the new provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements. <p>When the School intends to refuse a request, the School will inform the international student in writing (can be by email) of:</p> <ul style="list-style-type: none"> • the reasons for refusal; and • the international student's right to access the School complaints and appeals process, outlined in our International Students Complaints Handling Policy and International Students Complaints Appeals Policy, within 20 working days of the decision being made. |
| Time to Assess | <p>In accordance, with the requirement under Standard 7.2.4 that requires the School to set a reasonable timeframe for assessing international student's requests, the School will respond to the international student's transfer request within 10 business days of the international student lodging a written request.</p> |
| Transfer of an International Student Under 18 | <p>Standard 7.3 requires that if the international student is under 18 years of age:</p> <ul style="list-style-type: none"> • the School must have written confirmation that the international student's parent/guardian supports the transfer • where the international student is not being cared for in Australia by a parent or a suitable nominated relative, the receiving provider must confirm it accepts the responsibility for approving the student's accommodation, support and general welfare arrangements in accordance with Standard 5 (Younger Overseas Students). Refer to our Younger International Students Policy. <p>The School ensures that we meet these requirements.</p> <p>It is the responsibility of the receiving provider to ensure that there are no gaps in the international student's welfare arrangements.</p> |
| Granting Release | <p>In accordance with Standard 7.4, if a release is granted by the School, it will be at no cost to the international student and the School will advise the student of the relevant details to contact the Department of Home Affairs to seek advice on whether a new student visa is required.</p> |
| Finalising Refusal Decision | <p>Standard 7.6 requires that the School must not finalise the international student's refusal status in PRISMS until any appeal finds in favour of the School, or the international student has chosen not to access the complaints and appeals process within the 20 working day period, or the international student withdraws from the process.</p> <p>The School will only finalise the international student's refusal status in PRISMS when:</p> <ul style="list-style-type: none"> • any appeal finds in favour of the School; • the international student has chosen not to access the complaints and appeals process within the 20 working day period; or • the international student withdraws from the process. |
| Availability | <p>To ensure that this policy is publicly available to staff and international students, we provide this policy:</p> <ul style="list-style-type: none"> • on our public website |
| Record Keeping | <p>Standard 7.7 requires that the School must maintain records of all requests from international students for a release and the assessment of, and decisions regarding, the request, for two years after the international student ceases to be an accepted student.</p> <p>The School maintains all records of requests from international students for a student transfer and the assessment of, and decisions regarding, the request will be maintained in accordance with our International Students Records Management and Retention Policy for two years after the international student ceases to be an accepted student.</p> |
| Important Links | <p>Student Transfer Request Assessment FlowChart</p> <p>Application for Student Transfer / Letter of Release</p> |