

# Transfer Policy

# Contents

PURPOSE .....	3
SCOPE.....	3
COMPLIANCE REFERENCE .....	3
BACKGROUND AND GENERAL GUIDELINES .....	3
TRANSFER FROM SITE INSTITUTE INTERNATIONAL TO ANOTHER PROVIDER.....	3
TRANSFER FROM ANOTHER PROVIDER TO SITE INSTITUTE INTERNATIONAL.....	4
APPEALS PROCESS.....	4
PRIVACY.....	5
PUBLICATION .....	5

## **DOCUMENT REVISION**

Internal: Document released under Innovium Pty Ltd for use across all trading arms

Public : Document is released on the Website for public access

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1.0	01/09/15		Head of International Training	07/2016

## Purpose

Innovium Pty Ltd trading as Site Institute International implements this policy to manage requests from International Students to transfer:

- a) From Site Institute International to another registered CRICOS provider
- b) To Site Institute International from another registered CRICOS provider before the student has completed six(6) months of their principal course of study

## Scope

This policy is applied to all international students on a Student Visa enrolled in a CRICOS Registered program at Site Institute International.

## Compliance Reference

- Education Services for Overseas Students (ESOS) Act 2000
- Migration Act 1958
- National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students (The National Code) 2007

## Background and General Guidelines

In accordance with Standard 7 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code 2007), providers of education and training to international students must have and implement a documented student transfer request assessment policy and procedure.

## Transfer from Site Institute International to another provider

Site Institute International's policy supports transfer requests if:-

- i. the student has a letter from another registered provider confirming that a valid enrolment offer has been made
- ii. Site Institute International has had sanctions placed against its registration as a CRICOS Provider by the Australian Government or state or territory government or the registration of the course on CRICOS has been revoked and the student is prevented from continuing their principal course
- iii. a Government sponsor deems that the transfer is in the best interest of the student and has provided written support for that change
- iv. an appeal (internal or external) on a matter that may reasonably result in the student wishing to seek a transfer

Site Institute International will not approve transfer to another provider if:-

- i. a valid Letter of Offer has not been received
- ii. if it is considered detrimental to the student
- iii. The student has outstanding tuition or Incidental fees owing to Site Institute International

Where a Letter of Release is not granted, the student will be provided with written reasons for refusing the request and will be informed of their right to appeal Site Institute International's decision in accordance with the Complaints and Appeals policies.

## **Transfer from another provider to Site Institute International**

As per Standard 7 of The National Code 2007, Site Institute International will not enrol any international student wishing to transfer from another provider before the student has completed at least six (6) months of their principal course with their present provider, unless:

- i. the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- ii. the original registered provider has provided a written letter of release, agreeing to such a transfer; containing information on the student's commitment to their study, adequate attendance and confirming their fees were fully paid
- iii. 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; or
- iv. 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.

Students who have studied longer than this six month period within their principal course can apply as normal, and no letters of release need to be sighted or produced.

## **Appeals Process**

If Site Institute International refuses a request for release, the student will be informed they are unable to transfer from the Institute at this time, however, they can re-apply when the 6 month period has passed.

The reasons for refusal will be provided to the student in writing within ten (10) working days of the initial application, together with advice that it is possible to lodge an appeal if the student believes there are sufficient grounds.

A student can appeal against a refusal to release or, if Site Institute International does not respond during the timeframe set out in the policy, through the institute's Complaints and Appeals process.

## **Privacy**

All information and documentation supplied to Site Institute International by students will be treated confidentially and in accordance with the Privacy Act.

## **Publication**

This policy and procedure will be published and made available to all relevant staff and stakeholders of the organisation.