

Title of Policy	International Student Transfer Between Registered Providers
Purpose of Policy	This policy is intended to guide students and staff of the College in the assessment and processing of international student requests for a transfer between registered providers prior to the student completing six (6) months of their principal course of enrolment at ACAP.
Scope of Policy	This policy applies to international students studying in Australia with a student visa who wish to transfer between Registered Providers before completing six (6) months of their principal course of enrolment at ACAP.
Definition of Terminology	Registered Provider: is an educational institution registered to provide accredited courses to international students in Australia.
Policy Content	<p>Transfer request into the College (from another Registered Provider)</p> <p>1. <u>Circumstances in which the College will consider a transfer request</u></p> <p>While ACAP will consider applications for admission from any international student, the College will not confirm the enrolment of an international student studying at another Australian registered provider prior to their completing six (6) months of their principal course unless:</p> <ul style="list-style-type: none"> a) The student has a valid letter of release from the other registered provider; or b) The original registered provider or course has ceased to be registered; or c) The Australian Government or relevant Authority has imposed sanctions on the registered provider preventing completion of studies; or d) Any government sponsor of the student has determined that such a transfer would be in the student's best interest; <p>and</p> <ul style="list-style-type: none"> e) The request is accompanied with the student's signed ACAP <i>Letter of Offer/Acceptance Agreement</i>. <p>2. <u>Procedure</u></p> <p>If the circumstances stated at 1a – 1e above apply to the student, and:</p> <ul style="list-style-type: none"> a) If the student has no outstanding fees to be paid to the prior institution; and b) Has passed at least 50% of the units attempted in two standard study periods with the prior institution; <p>then the student is eligible to be issued a Confirmation of Enrolment(CoE) from ACAP.</p> <p>Otherwise, the College will issue the student a letter making clear the reason(s) why they were not issued a Confirmation of Enrolment. The student is welcome to re-apply to the College once the six (6) month period has passed.</p> <p>Transfer request out of the College (to another Registered Provider)</p> <p>Requests for transfer out of the College are made to the Register, and are required if the international student has completed less than six (6) months of study in their primary course at ACAP. A request for release must be lodged in writing and include a valid offer of enrolment from another registered provider.</p> <p><u>Procedure</u></p> <p>Upon receipt of a written request for a <i>Letter of Release</i>, the Registrar will issue a <i>Letter of Release</i> to the student within 15 working days. The <i>Letter of Release</i> will provide information about whether or not the student has:</p> <ul style="list-style-type: none"> a) Demonstrated a commitment to their studies during the course; and b) Had a good attendance record for the course; (this information will only be included should this become a requirement of the College which is not currently the case); and c) Paid all course fees. <p>This letter will make clear:</p>

	<p>a) When a student's course progress is not at least 50%; and/or</p> <p>b) Whether the student has failed to maintain a good attendance record (This information will only be included when the student is enrolled in a CRICOS approved VET course); and/or</p> <p>c) Whether the student has outstanding debts to the College and the amount outstanding.</p> <p>The student will also be advised of the need to:</p> <p>a) Consult Department of Immigration and Citizenship (DIAC) (http://www.immi.gov.au/) to seek advice on whether a new Student Visa is required; and/or</p> <p>b) Complete and submit an ACAP Withdrawal from Study form; and/or</p> <p>c) Refer to ACAP's Refund Policy to determine whether they are eligible for a refund of any tuition fees.</p> <p>If the student does not supply all required documents, the Registrar will issue the student a request for further information. If the student does not reply to the request within 10 working days, the Registrar will issue the student a <i>Letter of Refusal to Release</i>.</p> <p>If an international student feels aggrieved by any decision of the College made in relation to a Transfer Request between Registered Providers, the student may appeal the decision through the College's Non-Academic Grievances and Appeals Procedures.</p> <p>The procedure for processing Transfer Requests and <i>Letters of Release</i> does not incur charges to the student.</p> <p>A copy of all relevant documentation relating to the student's request for transfer will be included in the student's record. All refunds relating to the transfer of a student to another institution are governed by the College's Refund Policy which is available on the ACAP website.</p>		
Policy Developer	Registrar		
Person Responsible for Implementation	Registrar		
Person Responsible for Dissemination	Registrar		
Policy Stakeholders	Campus Director, Registrar, Admissions Officer, Administration Manager		
Related Policies	Refund Policy, Admissions Policy, International Student Course Progression Policy		
Policy endorsed by	Teaching and Learning Committee		
Policy approved by	Academic Council		
Policy Compliance	<p>ESOS National Code, Standard 7</p> <p>QLD EOS Regulation, Standard 10</p>		
Date of original approval	Aug 2007		
Current Version	V5	Date of review	<p>20/04/10</p> <p>Policy effective from Term 2, 2010</p>



Dr Ed Green, **Chair, Academic Council**