Transfer between Education Provider Policy
– International

Policy Code: INT-009 Version: 3.0 Effective Date: 13 January 2014

Purpose:
This policy outlines the way in which transfer requests from international students studying on a student visa are assessed. It also sets out the circumstances in which the College will accept enrolments from international students currently studying in Australia (onshore enrolments).

Definition of “College” – The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation, College of Natural Beauty and Wellnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.

Definition of “International students” – The College defines an International Student as someone who is not an Australian citizen or permanent resident or a New Zealand citizen or a permanent visa holder. This definition includes students studying onshore on a range of temporary visas. Information that applies only to students studying on specific visa classes (e.g. Student Visa) is specified when relevant.

Scope:
• All campuses
• All International students holding an Australian Student Visa.
• International student support team at Endeavour College
Policy Statement:

This policy covers three (3) types of request for transfer by international students studying on a student visa which occur before the student completes the first six months of their principal course of study:

- Transfer from College
- Transfer between Campuses
- Transfer from another education provider

Student Transfer Requests – Transfer from the College

Students who wish to transfer to another provider must provide a valid letter of offer from the provider they wish to transfer to and fill out an application to transfer form. Students must also attend a transfer interview if requested.

Student Transfer Requests – Transfer between College Campuses

Students wishing to transfer between the College’s campuses must seek approval to transfer and complete a Transfer campus/provider form.

Student Transfer Requests – Transfer to the College

The College must not knowingly enrol a student wishing to transfer from another registered provider’s course prior to the student completing 6 months of his or her principal course of study (the principal course is generally the final course or highest qualification of study where a student has been issued a visa for multiple courses 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 defaulted in the delivery of the course in which the student was enrolled
- 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.

Proof of any of the above circumstances must be kept on the incoming students file. If
the student has already completed 6 months of their principal course of study no release letter is required to enrol at the College.

**Letter of Release**

The College must grant a letter of release where the Student has provided an offer letter from another education provider confirming that a valid enrolment has been made.

The letter of release sets out whether or not the student has maintained satisfactory attendance, course progress and paid all fees. This section must be completed for every student that is issued a letter of release.

The College shall process all applications for Release Letters at no cost. In addition, an appointment shall be scheduled to counsel students looking to transfer. The student should contact the Department of Immigration and Citizenship (DIAC) to confirm if a new student visa is needed and/or discuss how this change to enrolment will impact their student visa.

**Release letter assessment application timeframe**

The College shall assess Release Letter applications and reply to the student within 10 working days.

Refer to Related Procedures for the process of applying for a Release Letter, or a transfer to another College campus.

**Record Keeping**

All records of applications for a Release Letter are to be kept in the student file.

**Related Procedures:**

**Definitions:**

- **ESOS** – Education Services for Overseas Students. A legislative framework, administered by the Australian Government, addressing the responsibility of education institutions towards overseas students

- **Special Circumstances** – Compassionate and/or compelling circumstances beyond the student’s control

- **Principal Course** the final course of study or the highest qualification for
which **student visa** has been issued where a student has been issued a visa for multiple courses of study

**Letter of Release** a letter from one education provider to another that sets out the students, attendance, course progression and payment of fees that a student must provide to the provider they wish to transfer to if they have not completed 6 months of their **principal course**.

**Further Information:**

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**Supporting Research and Analysis:**


**Related Documents:**

- Application to Transfer Provider Form
- Release Letter Template - New Provider
- Release Letter Template - Campus Transfer - International Students

**Related Legislation:**

Legislative Framework that applies to education providers who offer courses to international students in Queensland:

- a. The Education (Overseas students) regulation 1998 (Qld) made under the ESOS Act (ESOS Regulation).
- b. **National Code of Practice** for Registration Authorities and providers of education and Training to Overseas students 2007 made under the Education Services for overseas students Act 2000.
- c. The education services for overseas students Amendment (re-
Guidelines: Not Applicable
Policy Author: Director of Student Services

Policy Owner: Manager, International Student Education

Contact: Manager, International Student Education
kevin.watkins@endeavour.edu.au

Approving Body: College Council
Meeting date: 19 April 2013

Policy Status: Revised

Responsibilities for Implementation:
Manager, International Student Education
International Student Advisers
Director of Student Services
National Student Support Coordinator
International Marketing & Enrolment Executive

Key Stakeholders:
Manager, International Student Education
Director, Admissions and Marketing
International Student Advisers
Director of Student Services
International Students

Full Version History

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22 February 2013 – Information regarding reference documentation included