## Assessing Student Transfers Policy

Australian Careers Business College will not accept an enrolment of an international student who is transferring from their principal course (ie. the main course of study or the highest qualification indicated on the student’s current visa) with another registered provider before they have completed 6 months of their principal course with that registered provider. This requirement must be applied unless:

- the original registered provider or course in which the student is enrolled has ceased to be registered

- the student has a valid letter of release from the original registered provider agreeing to the transfer

- the original registered provider has had a sanction imposed on its registration

- 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

Australian Careers Business College will not release a current student from their principal course and provide a letter of release before they have completed 6 months of that course where it can be demonstrated that the student:

* has not made satisfactory academic progress and is seeking a transfer to avoid being reported to DIBP
* has not attended the course as required and is seeking a transfer to avoid being reported to the Dept. Immigration and Border Protection (DIBP)
* has not paid all tuition fees

Australian Careers Business College will release a current student from their principal course and provide a letter of release before they have completed 6 months of that course where it can be demonstrated that the student:

* has not commenced their principal program
* has a realistic and accurate understanding of what the transfer represents to their study options
* can no longer be provided with the training delivery and assessment services in the principal course by Australian Careers Business College

**Procedure for assessing applications for transfer to Australian Careers Business College**

Australian Careers Business College receives an application from a student who is on-shore and who has indicated that they are currently studying at another institution.

The Chief Executive Officer uses PRISMS to ascertain if the student has completed 6 months of their principal course. They also use the copy of the student visa in the passport to ascertain what the principal course is and when they arrived in Australia.

Where the above is satisfied, Australian Careers Business College application process proceeds as for all offshore students.

Where the above is not satisfied, students are asked to provide an appropriate letter of release in support of their application. They may be provided with a “conditional” offer, which clearly states that an offer of a place is contingent on obtaining a letter of release.

Where the student provides a letter of release and they have no outstanding fees to be paid to the Australian Careers Business College or other outstanding matters of concern, the application proceeds as for all offshore applicants.

Where a satisfactory letter of release is not provided, the application process is halted and the student informed that they are unable to be transferred at this time. They are welcome to re-activate their application when the 6-month period has passed.

**Note:** In the very rare circumstances where Australian Careers Business College has ceased to be registered, or sanctions have been placed on Australian Careers Business College by the Australian government, which do not allow the student to continue with the course, no letter of release is required.

**Procedure for assessing applications for transfer from Australian Careers Business College**

Students make a written request (eg. an email) to Australian Careers Business College to transfer to another provider and has completed 6 months of the primary course.

The student is asked to provide a valid offer of enrolment from the new registered provider.

With these documents sighted, Australian Careers Business College will assess the transfer request using the following questions:

* does the student have any outstanding fees payable?
* is the student fully aware of the study issues involved in the transfer?
* is the student trying to avoid being reported to DIBP for lack of course progress or poor attendance?

Where the answers to these questions are satisfactory, the letter of release will be granted at no charge to the student. The student will also be advised of the need to contact DIBP and obtain a new visa if the course they transfer to is not a Higher Education/VET course.

The Chief Executive Officer reports the student’s termination of studies through PRISMS.

The Chief Executive Officer will decide whether to refuse or grant the letter of release and inform the student. If the Chief Executive Officer decides to refuse a letter of release the student will be advised in writing providing the reasons for refusal and indicating that the student may access the student complaints and appeals process if they want a review of the decision.

The Chief Executive Officer will make any final decision regarding the issuance or refusal of a letter of release for any student.

Where the student has provided all the necessary documentation regarding letters of release the assessment will be made within 48 hours.

All requests, considerations, decisions and copies of letters of release are placed on student’s file.

The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by Australian Careers Business College refund policy as outlined in the written agreement.

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