



Student transfer policy and procedure

1. Policy

- 1.1 This policy and procedure applies to all international students applying to or undertaking a course at Australian Design College Pty Ltd. The purpose of this policy and procedure is to ensure Australian Design College Pty Ltd complies with the National code of practice 2018 standards 1, 2 and 7.
- 1.2 The CEO is responsible for the implementation of this procedure.
- 1.3 Australian Design College Pty Ltd recruit international students in a professional and ethical manner. Australian Design College Pty Ltd will not actively recruit international students where the recruitment would conflict with the requirements of this procedure and/or standards 1, 2 and 7 of the National code of practice 2018.
- 1.4 Australian Design College Pty Ltd does not knowingly enroll international students who have not completed six months of their principal course of study except in accordance with the National code of practice 2018 standard 7.
- 1.5 If a student transfer request is refused by Australian Design College Pty Ltd the student may appeal the decision if they feel they have grounds for appeal by accessing Australian Design College Pty Ltd Complaints and appeals process.

2. Definitions and exceptions

- 2.1 The principal course of study is the highest qualification (normally the last course) covered by the student's visa.
- 2.2 The 6 month duration referred to in this policy and procedure means completion of six calendar months of the principal course of study from the course commencement date.
- 2.3 If the Australian RTO at which a student is enrolled ceases to operate, then Australian Design College Pty Ltd is able to enrol such students.
- 2.4 If the Australian RTO at which a student is enrolled or where they are due to undertake their principal course has a sanction imposed that prevents the student from undertaking their course, then Australian Design College Pty Ltd is able to enrol such students.

Procedure

3. Students applying to leave Australian Design College Pty Ltd

- 3.1 Students must apply for approval to transfer to another Australian provider by completing and submitting the Student transfer application form to Australian Design College Pty Ltd.
- 3.2 Students must apply for approval to transfer to another Australian provider if they have not completed 6 months of their principal course of study.
- 3.3 Applications to transfer to another Australian provider will be considered by the Training Manager and responded to within 5 days of being received by Australian Design College Pty Ltd.
- 3.4 The student must provide verifiable documentary evidence in support of their transfer application. The evidence must include an Offer letter from another Australian provider for the course in which the student wishes to enroll. This evidence will support the students stated reason for requesting a transfer.



- 3.5 A transfer request will be granted in accordance with this procedure and only if the student can supply Australian Design College Pty Ltd a valid enrolment Offer letter provided to them by another Australian RTO.
- 3.6 Approval to transfer to another Australian provider will normally be granted, within 5 working days of Australian Design College Pty Ltd receiving the application, in one or more of the following situations:
- Australian Design College Pty Ltd is unable to continue to provide the course in which you are enrolled; or
 - The student can demonstrate they are experiencing threat to physical or mental health or safety by remaining at Australian Design College Pty Ltd and can demonstrate clearly how this will be alleviated through a transfer; or
 - The student is experiencing academic issues that impact your ability to attend classes and/ or study at present and/ or remain studying the course in which you are enrolled
 - The student is unable to achieve satisfactory course progress at the level they are studying, even after committing to an intervention strategy to assist them achieve satisfactory course progress and will be reported
 - The current course of study is clearly inconsistent with documented course requested for in the student's Enrolment application or
 - In exceptional circumstances beyond the students control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required) and the exceptional compassionate circumstances has led to a permanent change in the student's circumstances that makes continued enrolment inappropriate or
 - There is evidence of other compassionate or compelling circumstances
 - There is evidence that the overseas student's reasonable expectations about their current course are not being met
 - The student can demonstrate that Australian Design College Pty Ltd has breached the terms of the Written agreement or
 - The student can provide evidence that they were provided inaccurate or incomplete or misleading information by Australian Design College Pty Ltd or its Education Agent prior to enrolling in the course.
 - An appeal (internal or external) on another matter results in a decision or recommendation to approve the transfer for the student.
- 3.7 The circumstances in which Australian Design College Pty Ltd declines an application from a student to transfer to another provider prior to completing six months of their principal course are as follows:
- The student has simply changed their mind about the course of study they wish to follow or
 - The application is lodged within 2 weeks of the course commencement– students should seek counselling in the event of homesickness and other personal issues or
 - The student has secured a job that clashes with the timetabling of scheduled course hours or
 - The requirements of the written agreement have not been met by the student or
 - The student does not satisfy any of the situations which normally lead to a transfer being granted or
 - The proposed transfer will jeopardise the student's progression through a package of courses or
 - Australian Design College Pty Ltd assesses that the transfer would not be in the best interests for the educational progress of the student or



- The student has unsatisfactory attendance and has received an 'intention to report' letter from Australian Design College Pty Ltd and is about to be reported to Department of Home Affairs or
- The student has unsatisfactory behaviour and has been or is about to have their enrolment suspended or cancelled and be reported to Department of Home Affairs or
- The student cannot provide a letter from another registered provider confirming that a valid enrolment offer has been made or
- The student has not paid the full amount of fees due to Australian Design College Pty Ltd at the time of the transfer request,

3.8 Each application for a transfer to another provider is assessed against the criteria for granting and refusing applications stated in this policy. The process is as follows:

- The applicant's principal course is identified– if the principal course is not the course that the applicant is studying at Australian Design College Pty Ltd then the applicant is informed that they will need to consult with the principal course provider to determine the impact of any transfer and request documentation.
- The application will not proceed until this occurs and the student communicates the outcome of the above to Australian Design College Pty Ltd and provides required documentation.
- The Training Manager is consulted with regards to any information needed to support the processing of the application, including information about the applicant's attendance and course progress.
- The Finance department is consulted to identify if all outstanding fees have been paid
- The student's file is checked to identify if any notices/ intention to report for attendance have been issued.
- Upon completion of above steps, the application is passed with the supporting documents/ information to the Training Manager for assessment.

3.9 A meeting may be arranged with the student to provide the opportunity to represent supporting evidence (if appropriate).

3.10 The student is informed to contact the Department of Home Affairs to identify the impact of changing providers on their visa. Students are informed on the Student transfer application form to contact Department of Home Affairs to identify the impact of transferring to another provider on their student visa prior to submitting the transfer request.

3.11 The outcome of the transfer application is communicated in writing to the student within 5 working days from lodging their application. Students are informed in this communication to contact Department of Home Affairs to identify the impact of transferring to another provider on their student visa. Reasons for refusals are stated along with their right to access Australian Design College Pty Ltd complaints and appeals process within 20 working days.

3.12 Australian Design College Pty Ltd does not finalise the student's refusal status in PRISMS until any appeal finds in favour of Australian Design College Pty Ltd, or the overseas student has chosen not to access the complaints and appeals processes within the 20 working day period, or the student withdraws from the appeals process.

3.13 During the process of assessing applications to transfer, the student remains enrolled at Australian Design College Pty Ltd and must adhere to attendance and course progress policies.

3.14 If the application is refused the student may be placed on an intervention strategy to assist them in successfully completing their course.



- 3.15 If the application is granted the student is informed in the letter granting the application that they must contact Department of Home Affairs within 5 working days to identify the impact on their visa.
- 3.16 If applications to transfer are granted, students are supplied a letter confirming this free of charge.
- 3.17 If the application is granted the students enrolment is cancelled on PRISMS within 5 working days of granting the transfer.
- 3.18 All documentation is placed in the students file for granting and refusing applications.
- 3.19 The registered provider must maintain records of all requests from overseas students for a transfer and the assessment of, and decision regarding, the request for two years after the overseas student ceases to be an accepted student.
- 3.20 The student's entitlement to a refund is assessed in accordance with Australian Design College Pty Ltd's Fees & refund policy and procedure.

4. Students who are transferring from another provider and applying to enroll at Australian Design College Pty Ltd

- 4.1 The following procedure applies to International students who apply for a course at Australian Design College Pty Ltd and is currently studying on-shore with another registered provider.
- 4.2 Australian Design College Pty Ltd will not knowingly enroll a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course 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; or
 - the original registered provider has agreed to student transfer and recorded the date of effect and reason for transfer in PRISMS, or
 - 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.
- 4.3 In the event that Australian Design College Pty Ltd knowingly enrolls a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study documentary evidence of at least one of the four conditions listed above must be obtained and placed in the transferring student's file.
- 4.4 Australian Design College Pty Ltd will not seek to enroll a student who has not yet completed six months of their principal course of study with another registered provider unless the requirements of the National Code are met and then only in accordance with this procedure.
- 4.5 For the transfer procedure to be completed applicants must provide Australian Design College Pty Ltd a copy of their student visa and enrolment details at the Australian RTO at which they were originally enrolled to undertake their principal course of study.
- 4.6 Australian Design College Pty Ltd accesses student information via PRISMS to identify approval status. PRISMS will indicate whether the student has been granted approval to transfer to another provider by the original provider at which they were enrolled to undertake their principal course of study.
- 4.7 If PRISMS indicates the student has been granted approval to transfer to another provider, then Australian Design College Pty Ltd will consider this in coming to a decision on whether to accept the students application. A copy of the PRISMS record will be attached to the student's Enrolment form as evidence of approval to transfer.



- 4.9 If PRISMS indicates the student has approval to transfer, and the student satisfies the Australian Design College Pty Ltd entry requirements for the course in which they wish to enroll, then College will process the student's enrolment application in accordance with the Enrolment policy and procedure.
- 4.10 If PRISMS indicates the student does not have approval to transfer to another Australian provider, then the enrolment process is halted, and the student is informed that they are unable to transfer at this time. Students may re-activate their Enrolment application when the 6-month period has elapsed.
- 4.11 If an on-shore student applies to undertake a course at Australian Design College Pty Ltd and has completed 6 months of their principal course of study at their current provider, then they do not require approval to transfer to Australian Design College Pty Ltd. Applications will be processed in accordance with the Enrolment policy and procedure.
- 4.12 Note that in the circumstances where the original institution or course has ceased to be registered, or sanctions have been placed on the original institution by the Australian government which do not allow the student to continue with the course, no approval to transfer is required from their original provider. Evidence of this occurrence will be placed in the Student file.
- 4.13 To support a student's transfer application to their current provider, Australian Design College Pty Ltd can provide the student with a Conditional Offer Letter which clearly states that an offer of a place is contingent on their obtaining approval to transfer from their current provider. *Note: If they are in receipt of a Government scholarship, they should provide written support from this government agreeing to the change which will stand in lieu of any approval transfer.*
- 4.14 All documentation is placed in the students file in compliance with the Australian Design College Pty Ltd Enrolment policy and procedure.

5. Monitoring practice

- 5.1 Australian Design College Pty Ltd undertakes training and monitoring activities with all recruitment staff and education agents to ensure compliance with this policy and procedure.
- 5.2 Australian Design College Pty Ltd terminates the agreement of an education agent who does not comply with the conditions and has knowingly recruited a student in contravention of this policy.
- 5.3 The CEO monitors enrolments to ensure compliance with the National code of practice Standard 7.
- 5.4 This policy and procedure is reviewed annually in accordance with Australian Design College Pty Ltd Continuous Improvement policy and procedure.

Documents to be employed when implementing this policy and procedure:

- Student transfer application form
- Documentation to support request for transfer
- Letters of offer from other providers
- Student file
- Fee information
- CoE
- PRISMS
- Letter request for transfer not granted
- Letter request for transfer granted



Revision history

Revision Date	Comment	Revised by
1/1/22	Policy and procedure created	CEO
1/10/23	Reviewed	CEO