

PROCEDURE

STUDENT TRANSFER

4. 1. SCOPE

This document describes the process to be followed when a student currently studying AICA Education or a student from another provider wish to transfer registered providers.

2. PURPOSE

2.1 To explain the process of applying for a Student Transfer/ Release between registered providers.

3. PROCESS

The student transfer process consists of (2) parts

1.2 a. ***Students transferring to AICA Education must provide upon application:***

- The reasons why they wish to transfer in written form
- The original start date with that Registered Provider
- The time period in the course (must be six months) except when :
 - a. the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered
 - b. 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 principles course.
 - c. 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.
- Letter of Release from the Registered Provider
- The student must comply with entry requirements for the offered course
- Upon enrolment the Dean of the College will inform D.I.A.C. using their Pro Forma letter advising them of the students change of enrolment



1.2 b. ***Student transferring from AICA must provide:***

- Reason (s) why the student is seeking transfer to another provider
- Other documentary evidence to support the reason for transfer
- Full details of the new provider
- Provide a valid enrolment offer from the new provider, who must be registered on CRICOS.

1. REASON FOR REFUSAL OF LETTER OF RELEASE

- Request is made within four (4) weeks of study
- We believe the request will be detrimental to the students studies
- We believe the student is trying to avoid being reported to DIAC for poor performance
- Course fees are outstanding / owed by the student
- The new provider is not registered or is not supplying the same course

If the Transfer Request is refused the student will be informed in writing and be made aware of their right to appeal the decision if they do not agree. The student is advised they have twenty (20) working days with which to appeal and a copy of the complaints and appeal forms are included.

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3. RESPONSIBILITY/ AUTHORITY

The Marketing Department is responsible for ensuring that all documentation is presented to the Dean of the College regarding the transfer of a student from another college. The Administration Team is responsible for ensuring that all documentation required by the student requesting a transfer to another registered provider is provided. The Dean of the College is responsible for the decision to grant or decline a Request for Transfer/ Release.