



# OVERSEAS STUDENT TRANSFER BETWEEN PROVIDERS

Reference:

**National Code Standard 7  
Transfer between registered providers**



## VERSION HISTORY

<b>Policy Owner:</b>	CEO		
<b>Document Management:</b>	RTO Manager		
<b>File :</b>	POL_SS08 OS Student Transfer Providers v2.1		
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V2.1	May 2017	Updated to National Code 2017	
V2.0	September 2016	Quality assurance check across documents with reference to ASQA fact sheets and ESOS Act changes & Explanatory guide	
v1.0	July 2016	New standards for RTO's 2015	



# TRANSFERS BETWEEN REGISTERED PROVIDERS

## PURPOSE

Australian Massage and Beauty Institute will recruit student in an ethical manner. AMBI will have a procedure in place for managing the transfer of students between RTO's. For overseas students, this will comply with the ESOS Act and the National Code.

## Reference

NC Standard 7                      Transfer between registered providers

The **CEO** is ultimately responsible for students being made aware of their visa obligations and ensuring that the Institute complies with the ESOS Act and National Code in relation to these matters.

The CEO makes decisions on requests for transfer.

The **RTO Manager** is responsible for day to day administration of the requests for transfers our and transfer in to the Institute

The Administration Officer manages the administration of transfers including the letters of offer, CoE's, database and PRISMS entry.



## PROCESS

### Transfer IN

Registered providers are restricted from enrolling transferring overseas students for the first six months from the commencement of the student's principal course of study.

**The restriction applies to any prerequisite courses in a package of courses as well as the first six months of the principal course.**

However, it is expected that the student's request will be assessed and may be granted where the transfer will not be to the detriment of the student and where exceptional circumstances (Standard 7.1) exist.

### Transfer OUT

Registered providers will consider a student's request to transfer out of the Institute prior to the first 6 months and this may be granted where the transfer will not be to the detriment of the student and where exceptional circumstances exist.

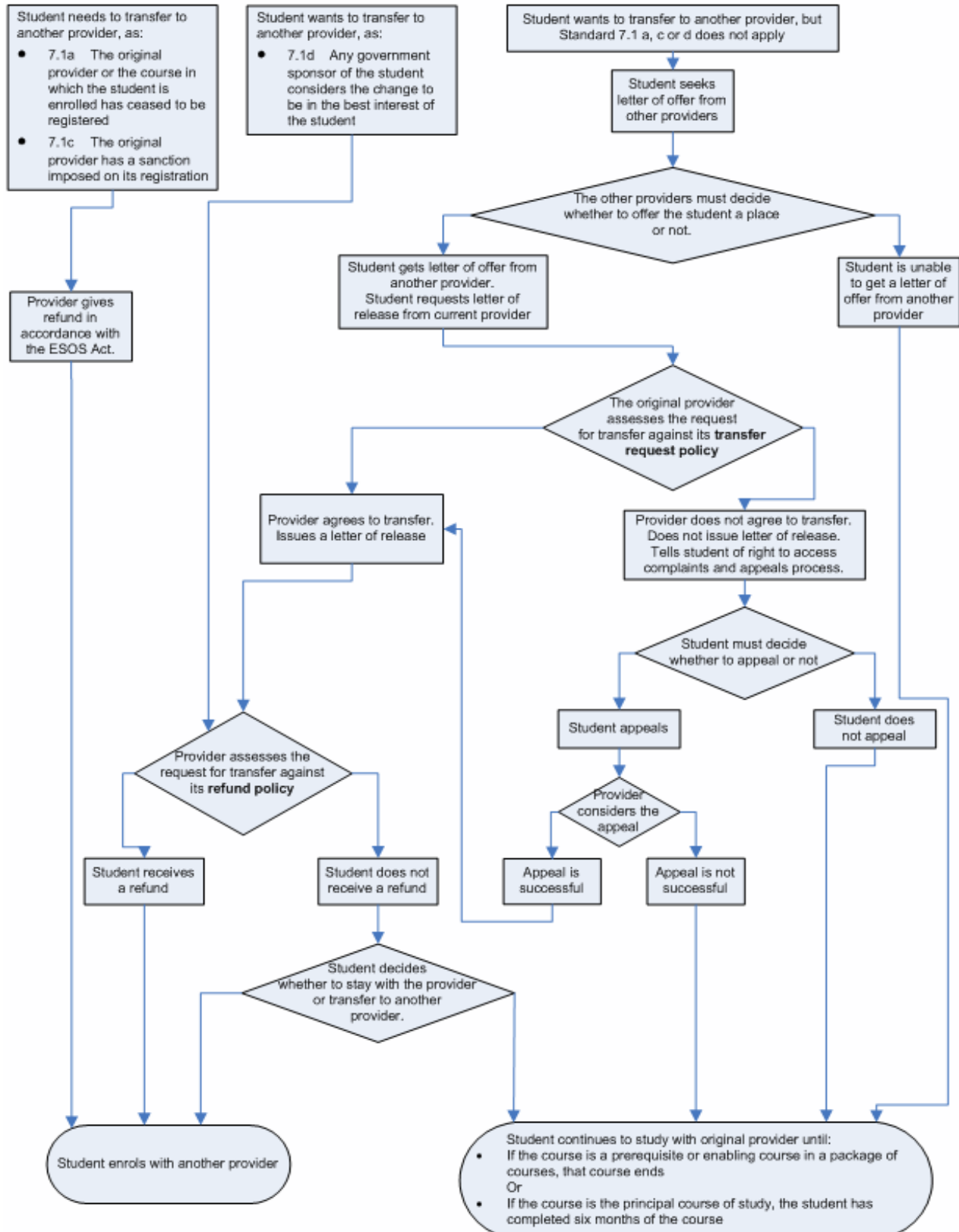
**After the first six months of the principal course no restrictions apply.** So, the student is entitled to transfer out of Australian Massage and Beauty Institute after 6 months and we will advise and process this request.

We will refer to the Department of Education website and Explanatory Guide for guidance in these matters. Each case will be assessed and approved by the CEO.

### Process Flow chart

The following flow chart will be followed by staff in managing these requests.

## TRANSFER BETWEEN REGISTERED PROVIDERS





**Request for Transfer OUT - If the student is seeking to leave AMBI to go to another Institute in the first 6 months - No transfers except for exceptional circumstances.**

Australian Massage and Beauty Institute is responsible for assessing the student's request to transfer within the first 6 months where AMBI is the principal course of study. Such a request will be assessed and the decision explained to the student in a personal interview and in writing.

Exceptional circumstances include where Australian Massage and Beauty Institute cannot continue to offer enrolment:

7.1a. AMBI has ceased to be registered or the course in which the student is enrolled has ceased to be registered,

7.1 b. AMBI 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;

Exceptional circumstances include where the student wants to transfer and can support the request where :

7.1 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.

Exceptional circumstances include where the student wants to transfer and Australian Massage and Beauty Institute agrees with this request:

7.1 d. AMBI provides a written letter of release.

**PROCEDURE – within the first 6 months**

1. Staff will use the Transfer form.
2. We will counsel the student about their request and advise the student that Transfer out in the first 6 months is not approved unless there are exceptional circumstances and these will be assessed.
3. Where the student is close to completion of a unit or end of term we will advise the student to complete that term and the examinations.
4. Where the student is struggling with the academic work we will offer counselling as part of our intervention strategy.
5. We will respond to the request within 5 working days.
6. We will investigate and advise the student on the impact of the request on multiple COE's and packaging of courses on the student visa. If approved, processing changes to the COE will take longer and be more involved where there is more than one CRICOS provider.
7. All fees must be paid up to date if the request is approved.

**Refusal**

8. Where AMBI does not grant a letter of release, the student will be provided with written reasons for refusing the request and his or her right to appeal the decision. This will be provided within 10 working days from the receipt of the written request. Correspondence will be kept in the student files.



### **Letter of release**

9. If the request is approved, we will prepare a letter of release to the other RTO and notify other CRICOS providers. The letter of release will be issued at no cost to the student and will advise the student of the need to contact DIAC to seek advice on whether a new student visa is required.
10. The release will be approved and signed by the CEO.
11. Records of interviews and correspondence must be placed in the student files.
12. Information is entered into the database and PRISMS

### **Request for Transfer OUT - If the student is seeking to leave Australian Massage and Beauty Institute to another Institute after the first 6 months**

The student is entitled to transfer out of AMBI after 6 months. **After the first six months of the principal course no restrictions apply.**

### **PROCEDURE – Transfer out after 6 months**

1. Staff will complete the Transfer form.
2. We will respond to the request within 5 working days.
3. Where the student is close to completion of a subject or end of term we will advise the student to complete that term but we cannot insist on this completion.
4. All fees must be paid up to date.
5. We will provide information on the refund of fees.
6. The student must continue to be enrolled under the student visa conditions until the processing is completed.
7. We will issue a Statement of Attainment.
8. We will provide a letter with the student's enrolment history with our Institute.
9. Records of interviews and correspondence must be placed in the student files.
10. Information is entered into the database and PRISMS

### **Request for Transfer IN - If the student is seeking to enrol at Australian Massage and Beauty Institute from another Institute**

**No acceptance of a transfer to AMBI from the principal course of study in the first 6 months unless there are exceptional circumstances**

The National Code restricts providers from enrolling transferring students prior to the student completing six months of his or her principal course of study except for the circumstances outlined in the standard.

Australian Massage and Beauty Institute must not knowingly enrol the student wishing to transfer from another registered provider's course within the first six months of the commencement date of that student's principal course of study at that Institute except where there are exceptional circumstances:

- 7.1 a. the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered,
- 7.1 b. the original registered provider has provided a written letter of release,
- 7.1 c. 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,
- 7.1 d. 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.



**Request for Transfer IN - If the student is seeking to enrol at AMBI after the first 6 months at another Institute.**

**PROCEDURE – Transfer in**

1. The AMBI overseas student or local student application form is completed by the student and relevant documents are provided and assessed.
2. The RTO Manager will interview the student – preferably at our Institute.
3. We will assess the students past study and offer Advanced Standing, credit transfer and RPL if applicable and adjust the course of study.
4. We may request the overseas student to complete the AMBI English onshore placement test to ensure that they have the necessary level of English proficiency.
5. We will check the student visa category and visa status, length of visa and the principal course commencement date. The Provider Registration and International Student Management System (PRISMS) will assist our staff to determine if a student has not completed six months of the principal course. When AMBI attempts to create a new Confirmation of Enrolment (CoE), PRISMS will usually advise if the student has not completed six months of the Principal course. PRISMS will alert that the student is enrolled elsewhere, but not identify the provider.
6. Staff will complete the Transfer form for our records of this transfer.
7. If AMBI agrees to accept the student. we will issue a Confirmation of enrolment (COE).
8. Processing changes to the COE will take longer where the request involves more than one CRICOS provider.
9. We will provide a letter of offer and written agreement with the student.
10. The transfer will be approved and signed by the CEO.
11. DIBP through PRISMS will be advised of the changes.
12. Records of interviews and correspondence must be placed in the student files.
13. Information is entered into the database and PRISMS