



**AUSTRALASIA**  
INTERNATIONAL SCHOOL

EST: 1973  
RTO CODE: 6251 CRICOS: 02747G

## TRANSFER POLICY

### Standard 7

Australasia International School (AIS) shall accept a transfer between any Registered Training Organisation and AIS whereby the student has requested a transfer to AIS and the former agrees to the transfer within the conditions outlined in this policy and the qualification is within our scope of registration.

This policy applies to International Students who have a Student Visa (subclass 500) only.

In accordance with the National Code of Practice of Education and Training to Overseas Students 2018, AIS will not knowingly enroll a student transferring from another education provider prior to the student completing 6 months of their principal course.

The timeline for a response to application for transfer into and out of AIS will be ten (10) business days from the date we have received the **Request to Transfer Form**. The form will be date stamped and signed as received by the Administration Manager in the case the student has not yet commenced the study. Under the circumstances the student has commenced and been continuing with the study, the form will be submitted to Administration Manager.

This student transfer policy is made available to all students and staff and clearly details the circumstances in which a transfer will and will not be granted.

### TRANSFER FROM ANOTHER PROVIDER

For a student to transfer **to us** they must have:

1. Completed a minimum of 6 months training with the initial Registered Training Organisation. (This restriction applies to any prerequisite courses in a package of courses, as well as the first six months of the principal course)
2. Pay an administration fee and the cost of providing training for the units yet to be completed.
3. Fit into an existing program, or
4. Await the commencement of the next scheduled course.

Administration/Student support is to ensure the following has occurred prior to enrolling a student involving a transfer:

1. Student has completed 6 months of their principal course.
2. Has been provided with a Release Letter
3. Has been provided with a statement of attainment for units already completed and determined as competent

### TRANSFER FROM AIS TO ANOTHER PROVIDER

For a student to transfer **from us** to another provider, the Administration/Student support is to ensure the student has:

1. Completed a minimum of 6 months training. (This restriction applies to any prerequisite courses in a package of courses, as well as the first six months of the principal course)
2. Paid any outstanding fees and the cost of providing training for the units completed.
3. Provided a letter of acceptance of the student in the new RTO.
4. A letter of release has been provided.
5. There will be no detriment to the student.



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## ACCEPTANCE OF TRANSFER

In agreeing to accept a transfer request, whether it is into or out of our RTO, the Administration/Student support is to ensure that the transfer is not to the detriment to the student.

## EXCEPTIONS

We are able to accept the transfer of a student in circumstances provided in the standards. These circumstances are:

- The original provider has ceased to be registered;
- The original course has ceased to be registered;
- The original provider has provided a written letter of release;
- The original provider has a sanction imposed on its registration; 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

In exercise of one or all of these exceptions, the director is to ensure that the transfer is not to the detriment to the student.

## TRANSFER CONSIDERATIONS

When considering to accept or allow a transfer to occur the factors AIS Administration/Student Support needs to consider include:

1. the student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with that registered provider's intervention strategy to assist the overseas student in accordance with Standard 8 (Overseas student visa requirements) there is evidence of compassionate or compelling circumstances
2. the original provider fails to deliver the course as outlined in the written agreement;
3. there is evidence that the overseas student's reasonable expectations about their current course are not being met;
4. there is evidence that the overseas student was misled by the registered provider or an education or migration agent regarding the registered provider or its course and the course is therefore unsuitable to their needs and/or study objectives;
5. an appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student;
6. the circumstances which the registered provider considers as reasonable grounds to refuse the transfer;
7. a reasonable timeframe for assessing and replying to the overseas student's transfer request having regard to the restriction period.
8. The students Statement of Purpose that was collected at the time of enrolment

## STUDENT DETRIMENT

Factors that may be considered to the student's detriment, but which should be considered in light of the student's individual circumstances and a broader range of factors, such as those outlined above, include:

- if the transfer may jeopardise the student's progression through a package of courses;
- If the student has recently started studying the course and the full range of support services are yet to be provided or offered to the student (it is good practice to revisit the issue within a timeframe negotiated with the student); and



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- if the student is trying to avoid being reported to the Department of Home Affairs for failure to meet the provider's attendance or academic progress requirements.

### **REFUSING THE REQUEST FOR TRANSFER**

If we intend to refuse the transfer request, we must inform the student in writing of:

1. the reasons for the refusal
2. the student's right to access the provider's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.

### **TIMEFRAME FOR TRANSFER PROCESS.**

Upon receipt of a valid transfer request AIS Administration/Student Support shall complete all documentation and provide the student with an outcome of the request in writing within 10 working days. Such period shall not include public holidays.

### **COST OF RELEASE**

There is no cost associated with preparing a letter or release for a student.

### **ASSOCIATED DOCUMENTS AND FORMS**

- Student Request for Transfer to Another Provider
- Letter of Release (Template)
- Complaints and Appeals Policy
- Complaint and Appeal Form
- Overseas student Visa Requirements Policy
- Overseas student Visa Requirements Flowchart