

Transfer Policy (International Students)

1. Purpose

This policy outlines the rules relating to international students requesting a transfer between CRICOS providers within Australia. It is aligned with the requirements of the National Code of Practice for Providers of Education and Training to Overseas Students 2017 (National Code). International students must also comply with all relevant Department of Immigration and Border Protection (DIBP) regulations applicable to their visa.

2. Scope

This policy applies to all international award course students and applicants.

3. Policy Statement

Under the National Code, providers are restricted from enrolling students who are transferring from another provider within six months of commencing their primary course of study except in specified circumstances.

3.1. Transfers to AFTRS

AFTRS does not allow Recognition of Prior Learning (RPL) for award courses.

Successful international applicants to award courses who are currently enrolled at another registered provider are required to ensure that they hold a student visa valid for the duration of their AFTRS program.

AFTRS is not permitted to enrol a student wishing to transfer from another provider prior to completing six months of his or her primary course without a letter of release, unless:

- the principal provider or course has ceased to be registered with CRICOS;
- the principal provider has been imposed with a sanction by the Australian Government or a state or territory government preventing the student from continuing in their principal course; or
- any government sponsor of the student provides written support stating that they consider the change to be in the best interest of the student.

Where the course of study is in a different sector than the original course or if an extension to the student's visa is required, the student may be required to apply for a new student visa.

3.2. Transfers to other providers

International students are only permitted to transfer between providers within the first six months of their principal course of study in specific circumstances: students requesting a transfer within six months of commencing their course at AFTRS must submit their request in writing along stating the reasons for the request along with a copy of a valid letter of offer from another registered provider.

Students must contact the DIBP to seek advice on whether they will require a new student visa for their intended course of study.

Students eligible for a transfer will be issued a letter of release free of charge.

3.3. Grounds for denying transfer requests

AFTRS may deny a request for a letter of release on the following grounds:

- i. The student has not provided a letter from another provider confirming that a valid enrolment offer has been made;
- ii. The student has payment of fees outstanding to AFTRS;
- iii. The student is applying for a transfer with the intention to avoid being reported to DIBP for failing to meet academic progress requirements;
- iv. The request has been made for the primary purpose of enhancing permanent residence opportunities, the reduction of attendance requirements, or to accommodate timetable conflicts with employment arrangements.
- v. The transfer is considered to be detrimental to the best interests of the student. For example, transfer requests could be denied if the intended course is not widely recognised or does not provide adequate preparation for further study, if the course has restricted hours of study, or if the course requires attendance in locations not accessible by public transport outside of business hours.

Students requesting a letter of release within the first six months of enrolment in their original course of study will be interviewed by the Head of Student Services and notified of the outcome within five working days. If the request is refused, the reason for rejection will be provided and students will be notified of their rights under the AFTRS Academic Appeals and/or Complaints Policy as relevant.

4. Definitions

Domestic Student: a student who is a citizen or permanent resident of Australia, citizen of New Zealand, or holder of an Australian humanitarian visa.

International Student: a student who is not a citizen or permanent resident of Australia, citizen of New Zealand, or holder of an Australian humanitarian visa.

Registered Provider: a provider approved to enrol international students under the Education Services for Overseas Students Act 2000 (ESOS) and listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

Authorisation and Distribution

Authorisation Date	CEO 30 June 2017
Responsible Officer	Director, Curriculum and Student Registrar
Minor Amendment Authorisation Date	14 December 2018 (New Branding & Auth & Distrib Table)
Contact Officer	Head of Student Services
Effective Date	19 December 2017 (was contingent on CRICOS registration approval)
Distribution	Intranet and AFTRS website
Review Date	30 June 2019
Current version	Transfer Policy (International Students) v1.0
Supersedes	N/A
Associated Documents	Student Handbook