

Procedure Title

Overseas Student Transfers Procedure

Preamble

This procedure was approved by Senior Management Group in 2018.

This procedure is consistent with the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Purpose

This procedure outlines the process for assessing the request from overseas students to transfer to other registered providers within the first six months of the principal course or Deakin College assessing applicants who are enrolled with another registered provider within the first six months of the principal course.

Scope

The policy relates to students studying in Australia on overseas student visa.

Policy

Overseas Student Transfers Policy

Related Documentation

Application for Release Letter

Procedure

1. Students transferring to Deakin College from another registered provider

- 1.1. Deakin College will not admit students requesting to transfer from another registered provider prior to the student completing six (6) months their principal course, except in the following circumstances:
 - The releasing registered provider has ceased to be registered or the course in which the student is enrolled ceased to be registered;
 - The releasing registered provider approved the student's release and recorded the release date and reason for release in PRISMS;
 - The releasing registered provider has had a sanction imposed on its registration by the ESOS agency which prevents the student from continuing his or her principal course; or
 - A Government sponsor of the student considers the change to be in the student's best interest and has provided a written support and approval for that change.
- 1.2. Deakin College will only assess an application from a student transferring from another registered provider if a written confirmation or evidence of the transfer approval from another principal provider and pathway provider.

2. Student requesting a release from Deakin College to transfer to another provider

- 2.1. Deakin College will only assess an application for a letter of release if the following are provided:
 - A valid letter of offer from another CRICOS registered provider;
 - A completed *Application for Release Letter*;
 - Supporting documentation demonstrating extreme exceptional personal circumstances;

- 2.2. Where the student is under 18, the student's parent or legal guardian must sign the *Application for Release Letter for Overseas Students* to support the transfer or, if the student is not being cared for in Australia by a parent or legal guardian, the valid letter of offer confirms that the registered provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements.
- 2.3. Where government sponsor of the overseas student considers the change to be in the overseas student's best interests, the written support for the change must be provided.
- 2.4. A continuing student requesting for a release letter must complete the Application for Release letter for Overseas Students and make an appointment at Deakin College Reception for an interview with Student Counsellor before submitting the form to Deakin College Reception.
- 2.5. An overseas student is also required to apply to Deakin University for a letter of release if Deakin University is the provider of the principal course.

3. Release from Deakin College to transfer to another provider Assessments

- 3.1. All enabling circumstances will be assessed by Quality and Compliance Officer. An outcome will be advised in writing within 10 working days from the receipt of a completed Release Letter Application and the relevant supporting documentation. In an event that more supporting document or evidence, is required in order to assess the application, the student will be contacted that the outcome may take more than 10 working days.
- 3.2. An application to transfer to another registered provider will be assessed according to the Overseas Student Transfers Policy.
- 3.3. The Quality and Compliance Officer will advise students the outcome of the decision on the application. The outcome of release could be release approved, release conditionally approved, release not required, or release denied
- 3.4. If release approved, release approved will be recorded against the student's Confirmation of Enrolment(s) (COEs) in the Provider Registration and International Student Management System (PRISMS) and the outcome will be sent to the student via student's personal email and student email with the advice for the student to contact the Department of Home Affairs (Immigration) to seek advice on whether a new visa is required.
- 3.5. If release conditionally approved, the written condition for release will be sent to the student via student personal email and/or student email with the advice that student may also require a release letter from Deakin University if they have package course with Deakin University. Once student meet the release approved condition, the release will be approved by recording against student's COE(s) in PRISMS and inform student via student personal email and/or student email.
- 3.6. In event where student initial restriction period to transfer has passed or a new course in student's new offer letter start after the end date of COE at Deakin College, student does not require to be released from Deakin College, the outcome of release not required will be sent to the student via student's personal email and/or student email

with the advice that student may require a release letter from Deakin University and for the student to contact the Department of Home Affairs (Immigration) to seek advice on whether a new visa is required.

- 3.7.** Where an application for a letter of release has been denied, the outcome and written reasons for refusing the request will be approved by College Director and Principal and will be provided to the student via student personal email and/or student email. Advice will also be given to students of their eligibility to access the Deakin College appeals process within 20 working days. A student’s release refusal will only be recorded in PRISMS at the completion of all appeals, internal and external or if the student chose not to access the appeals processes or, if the student withdraws their request for their release appeal application

4. Record Keeping

- 4.1.** Deakin College will maintain records for two (2) years of all requests from students for a letter of release and the assessment of, and decision regarding the request on the student’s file.

5. Refunds

- 5.1.** If a student has been granted a release, the student will be subjected to the conditions of the Refund Policy and required to submit the Refund Application Form.

Status and Details

Status	Current
Effective date	1/09/2018
Review date	30/04/2020
Approval Authority	Senior Management Group
Implementation Officer	Quality and Compliance Manager
Enquiries Contact	Robert Close