International Student Transfer Policy

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| 2.0     | Jan 2014       | Feb 2014               | - Added Table of Contents  
- Reformatting according to standard Policy template  
- Section 1 - Added "studying in Australia on a Student Visa"  
- Section 3 - Added definition of six months of study  
- Section 4 - Revising the wordings for assessing request from students to transfer between registered providers |

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1 Purpose

The aim of the Policy is to specify the guiding principles for assessing requests from international students for a transfer between registered providers prior to the student completing six months of the principal course of study in accordance with the National Code, Part D, Standard 7.

2 Scope

This Policy applies to international students studying in Australia on a Student Visa applying for transfer from or into Raffles College of Design and Commerce (RCDC) courses.

The Student Services Director has responsibility of overall implementation of this policy, and Admissions staff will support the implementation procedures of the policy.

3 Definition of Terms

Principal course of study: refers to the main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses. (For example, if the student is studying ELICOS followed by a Bachelor program, the Bachelor degree course is the principal course).

Six months of study: refers to six calendar months from the first day of the commencement of the principal course of study.

Registered provider: means an approved provider that is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) as a provider of that course for the state.

4 Transfer between Registered Providers

Under the National Code 2007, education providers cannot enrol students seeking to transfer from another provider before that student has completed 6 months of their principal course of study, except in the prescribed circumstances listed below.

RCDC shall assess requests from international students for a transfer to or from RCDC, in accordance with the following principles:

4.1 Students Transferring from another Registered Provider to RCDC

RCDC must not knowingly enrol a student wishing to transfer from another registered provider’s course prior to the student completing six months of his or her principal course of study, except where:

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 provided a written letter of release,

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
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.

4.2 Students Transferring from RCDC to another Registered Provider

A student who is enrolled with RCDC has to complete the first six months of the principal course of study with RCDC, unless he or she has obtained a letter of release from RCDC.

A letter of release is not required if any of the circumstances in 4.1 (a), (c) or (d) apply to RCDC.

4.2.1 Approval to grant a letter of release

RCDC will consider issuing a letter of release to students where the student has compassionate and compelling reasons beyond the control of the student e.g. personal or educational problems that cannot be addressed by RCDC or its resources.

4.2.2 Refusal to grant a letter of release

A student's request for transfer will not be granted in the following circumstances:

a) the student requests to transfer to study a course, with another registered provider, of a similar level which is available at RCDC, or

b) the student has completed less than four weeks of their principal course of study and has not accessed the full range of academic and support services available at RCDC, or

c) there is no written confirmation from another registered provider that a valid unconditional enrolment has been made, or

d) the student has outstanding debts or fines owing to RCDC, or

е) the transfer would be considered detrimental to the student, for example the transfer may jeopardize the student's progression through a package program.

Students will be notified of the outcome of their request within ten working days of submitting their request.

Where RCDC does not grant a letter of release, the student will be provided with written reasons for refusing the request and must be informed of his or her right to appeal RCDC’s decision in accordance with RCDC’s Grievance and Appeals Policy and Procedures (available at www.raffles.edu.au/studying-at-raffles/policy-documents).

The Student Services Manager must maintain records of all requests from students for a letter of release, and the assessment of, and decision regarding, the request, on the student's file.

Where the student has completed at least six months of the principal course (which is approximately two terms) at RCDC, a letter of release is not required.

4.3 Student under 18 years old

If a student is under the age of 18, a written confirmation must be provided to state that the student's parent or legal guardian supports the transfer. If the student is not being cared for in Australia by a parent or suitable nominated relative, the receiving registered provider must accept responsibility for approving the student's accommodation, support and general welfare arrangements, as documented in the letter of offer.

4.4 New Student Visa

If a student is advised that RCDC has approved the request to transfer to another provider, the Department of Immigration and Border Protection (DIBP) will be informed, and RCDC’s Confirmation of Enrolment will be cancelled.
Students seeking a letter of release are advised to contact DIBP (www.immi.gov.au) to determine whether a new student visa is required.

4.5 Refund of Tuition Fees

If the student transfers or withdraws before the end of the six month period, any prepaid tuition fees will be non-refundable and non-transferable.

Where a student requests for transfer or withdrawal after the six month period, the refund policy in the student agreement applies.

5 Supporting Reference

Department of Immigration and Border Protection
http://www.immi.gov.au/students/students/changing_courses/

National Code Part D Standard 7