

POLICY TITLE: Transfer between Providers Policy and Procedures

Purpose

Photography Studies College (Melbourne) must not knowingly enrol a student visa holder wishing to transfer from another provider prior to the student completing six months of his/her principal course. Photography Studies College (Melbourne) is required to assess all such requests in accordance with Standard 7 of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* (The National Code) and this documented policy and procedures.

Policy

Photography Studies College (Melbourne) in accordance with the National Code 2007, will not enrol any international student visa holders who seek to transfer from another registered provider prior to their having completed six months of their principal course at that provider, except where:

- a). the original registered provider or course has ceased to be registered or a sanction has been imposed that prevents the original provider from continuing to deliver the principal course;
- b). the original registered provider has provided a written letter of release, agreeing to such a transfer and stating that the student has demonstrated a commitment to previous studies, has maintained good attendance, and has paid all course fees;

Relevant course previously completed

Photography Studies College (Melbourne) will not issue a letter of offer to a student who has previously completed a relevant CRICOS registered course unless it is satisfied that the student demonstrated a commitment to his/her previous studies, maintained a satisfactory attendance record and course progress, and paid all fees due for the course.

Transfers from Photography Studies College (Melbourne) to another Provider

The National Code 2007 requires Photography Studies College (Melbourne) to assess requests from a student for a transfer to another registered provider if the student has not completed six months of their principal course of study. Photography Studies College (Melbourne) will consider all such requests for transfer fairly and take into consideration the individual circumstances of each student in order to ascertain whether the transfer would be to the detriment of the student, in which case the application would be refused. Examples of factors that may be considered to the student's detriment include:

1. 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 (the student will be advised that the college will revisit the issued within a timeframe negotiated with the student); and;
2. Photography Studies College (Melbourne) forms the view that the student is trying to avoid being reported to the relevant Commonwealth Government department for failure to make satisfactory academic progress or to meet attendance requirements;

Requests for transfer within the restricted period will be refused unless:

- The student has a valid letter of offer of enrolment from another registered provider.

The student will be provided with written notification of the outcome of their application for transfer within 10 working days of Photography Studies College (Melbourne)'s receipt of the application.

The approval of transfer of a student to another institution does not remove the requirement for the student to pay any outstanding tuition fees nor does it indicate the agreement to provide any refund. Refunds are governed by the Cancellation and Refund policy, independent of this policy.

After six months within the principal course, no restriction for transferring to another provider applies.

Procedures

For a request for transfer to be considered, it must be submitted in writing to Director of Communications & Students include detailed reasons and supporting evidence for the transfer request. Students will be provided with written advice of the outcome of their request within 10 working days of Photography Studies College (Melbourne)'s receipt of the application.

The student will be given the opportunity to discuss the reasons for the request with the Communications & Students Officer who will make a recommendation Director of Communications & Students based on what he/she believes to be in the best interests of the student.

The Director of Communications & Students will make the decision as to whether a Letter of Release will be provided to the student, ensuring the reasons are adequately supported by the evidence gathered and documented. The evidence will be retained on the student's file.

Where the transfer request is agreed, a Letter of Release will be granted at no cost to the student and he/she will be advised of the need to contact the relevant Commonwealth Government department to ascertain whether a new visa is required.

If the request for transfer is refused, Photography Studies College (Melbourne) will provide the student with written notification of the reasons for refusing the request and advise that he/she is welcome to re-activate the application in accordance with an agreed timeframe. Included will be a reminder of his/her right to appeal against the refusal decision through the Complaints and Appeals Process and that he/she has 20 working days from the nominated date in which to do so. All subsequent processes will be in accordance with that process.

Responsibility

Director, Communications and Students
Communications & Students Officer

Definitions

Nil

Related Documentation

Policies

Professional Development
Academic Integrity
Assessment
Plagiarism
Records Management
Course Completion and Graduation
Grievance Procedure and Policy Academic and Non Academic Matters

Procedures Forms & Documents

Exit Interview Form
PSC Continuous Improvement Register

Publishing Details

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Ms. Julie Moss - Managing Director

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