

## **POLICY TITLE:      Transfer between Providers Policy and Procedures (INTERNATIONAL)**

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### **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 calendar 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 Providers of Education and Training to Overseas Students 2018* (The National Code) and this documented policy and procedures.

### **Policy**

Photography Studies College (Melbourne) in accordance with the National Code 2018, will not enrol any international student visa holders who seek to transfer from another registered provider prior to their having completed six calendar months of their principal course at that provider, except where:

- a) the releasing registered provider has agreed to the international student visa holder's release and recorded the date of effect and reason for release in PRISM.

or

- b) the releasing registered provider or course has ceased to be registered or a sanction has been imposed that prevents the releasing provider from continuing to deliver the principal course;
- c) a government sponsor (including international government sponsor) of the international student visa holder considers the change to be in the student visa holder's best interests and has provided written support for the change.

An international student visa holder can transfer without needing to meet any of these conditions after completing six calendar months of the principal course.

### **Transfers from Photography Studies College (Melbourne) to another Provider**

The National Code 2018 requires Photography Studies College (Melbourne) to assess requests from an international student for a transfer to another registered provider if the student has not completed six calendar 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.

International students will be required to lodge a written request to transfer and provide a valid enrolment offer from another registered provider.

Photography Studies College (Melbourne) will consider the following circumstances where they will grant a release for the transfer in the student's best interest:

- The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying even after the efforts by the College in providing a

range of support services / intervention strategies to assist the international student in accordance with Standard 8 of the National Code.

- There is evidence of compassionate or compelling circumstances. These may include, but are not limited to:
  - Serious illness or injury, where a medical certificate states that the international student was unable to attend class;
  - Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
  - Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
  - A traumatic experience, which could include involvement in or witnessing of a serious accident; or witnessing or being a victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologist's reports);
  - Where the College was unable to offer a pre-requisite unit, or the student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.
- Photography Studies College (Melbourne) fails to deliver the course as outlined in the written agreement;
- There is evidence that the student's reasonable expectations about their current course are not being met;
- there is evidence that the student was misled by Photography Studies College (Melbourne) or an education or migration agent regarding the College or its course and the course is therefore unsuitable to their needs and/or study objectives
- an appeal (internal or external) on another matter results in a decision or recommendation to release the student.

Photography Studies College (Melbourne) will consider the following circumstances as reasonable grounds to refuse the transfer:

- the student has recently started studying the course and the full range of support services is yet to be provided or offered to the student (the student will be advised that the college will revisit the issue within a timeframe negotiated with the student); and;
- 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.

The international 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 an international student to another registered provider does not remove the requirement for the international student to pay any outstanding tuition fees nor does it indicate the agreement to provide any refund. Refunds are governed by the refund policy outlined in the relevant course international student enrolment form.

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

## Procedures

1. For a request for transfer to be considered, the international student is required to put their request in writing to Student Services.
2. Student Services will provide the student with an Application for Release form and arrange an interview with the Higher Education Course Director.
3. The student must attend the interview and provide the relevant supporting evidence, including a valid letter of offer.
4. During the interview, the student will be given the opportunity to discuss the reasons for the request with the Higher Education Course Director. Following the discussion, the Application for Release Form will be completed and signed by the student.
5. Following the interview, the Higher Education Course Director will make a recommendation to the Academic Director based on what they believe to be in the best interests of the student.
6. The Academic Director will make the decision as to whether to grant, or reject the application for release, or request additional information.
7. If granted, 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.
8. 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.
9. 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.
10. 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.
11. Student Services will record the transfer request outcome into the Student Management System and PRISMS, as required, under Standard 7 of the National Code 2018. A record of the transfer request outcome will be retained for a minimum of two years.

## Responsibility

Academic Director  
Higher Education Course Director  
Student Services

## Definitions

Nil

## Related Documentation

### Policies

Academic Integrity  
Assessment  
Plagiarism  
Records Management  
Course Completion and Graduation  
Student Progress and Exclusion  
Monitoring, Notifying & Reporting International Students  
Deferral, Suspending or Cancellation of a Student's Enrolment  
Grievance Handling Policy and Procedure (for Academic and Non-Academic Matters)

### Procedures Forms & Documents

National Code of Practice for Providers of Education and Training to Overseas Students 2018  
Application for Release Form  
Letter of Release  
PRISMS record

## Publishing Details

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Ms. Julie Moss - Managing Director

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