



Student Transfer Policy

[National Code 2018 Standard 7]

Purpose

The purpose of this procedure is to address Standard 7 of the revised National Code 2007: Overseas Student Transfer.

Responsibility

The Student Services & Administration Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

Requirements

1. Rosehill College must not actively recruit students where the recruitment would conflict with the requirements of this procedure and/or Standard 7 of the National Code, except where;
 - 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;
 - 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 tuition fees due;
 - any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change;
2. Students who have studied longer than six months within their principal course can apply as normal, and no letters of release need to be sighted or produced.
3. No fee can be charged to the student by Rosehill College for issuing a letter of release.
4. Registered providers are restricted from enrolling transferring students in the first six months of their principal course of study except in accordance with Standard 7 of Part D the National Code.
5. If a letter of release Rosehill College is refused by a registered provider a student may appeal Rosehill College's decision.

Method

Letter of release

1. Students must apply for a letter of release on the appropriate form, available from the College. Applications for a letter of release will be considered by the Student Services & Administration Manager and responded to within 14 days of being received by Rosehill College.
2. A letter of release will be granted in accordance with this procedure and only if the student can provide written confirmation that a valid enrolment offer has been made by another registered provider.



3. A letter of release will normally be granted, within 5 working days of the application, in the following situations:
 - 1) Rosehill College is unable to continue to provide the course; or
 - 2) The student can demonstrate they are experiencing threat to physical or mental health or safety by remaining at Rosehill College and can demonstrate clearly how this will be alleviated through a transfer; or
 - 3) The current course of study is clearly not consistent with documented course requested for on their application.
4. In exceptional compassionate circumstances beyond the student's control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required) where the exceptional compassionate circumstances have led to a permanent change in the student's circumstances that makes continued enrolment inappropriate.
5. A letter of release will normally **not** be granted in the following situations:
 - The requirements of the written agreement have not been met by the student or
 - The student does not satisfy any of the situations which normally lead to a letter of release being granted or
 - The proposed transfer will jeopardise the student's progression through a package of courses or
 - The student has unsatisfactory academic progress and has been or is about to be reported to Department of Education and the Department of Immigration and Border Protection or
 - An international student is attempting to avoid being reported to the DIBP for failure to meet Rosehill attendance or academic progress requirements or
 - The student has unsatisfactory behaviour and has been or is about to have their enrolment suspended or cancelled and be reported to Department of Education and the Department of Immigration and Border Protection or
 - The student cannot provide a letter from another registered provider confirming that a valid enrolment offer has been made or
 - An international student has not commenced study in their enrolled course,
 - An international student has not completed 6 months of study in their "principal course" of study or
 - An international student has not accessed, utilised or experienced the full range of Rosehill College support services available to them, or
 - An international student has applied for a course with another registered provider that has lower fees or
 - An international student is applying to transfer to a program or course with a lower level of qualifications or
 - An international student has outstanding debts owed to Rosehill College or
 - An international student changes their mind about the course they want to study or
 - An international student has made decisions post their enrolment regarding or accommodation, travel and employment that are not aligned with the international students course requirements.
6. If a letter of release is refused, reasons for the refusal will be documented in



writing and the student will be informed of their rights of appeal using Rosehill College's Complaints and Appeals Procedure.

7. A copy of the student's letter of release application, notes recording the assessment of the application and a copy of the response letter sent to the student by Rosehill College must be placed in the student's file.

Enrolling a transferring student

1. Rosehill College will 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:
 - the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered; or
 - the original registered provider has provided a written letter of release; or
 - 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
 - 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.
2. In the event that Rosehill College knowingly enrolls 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 documentary evidence of at least one of the four conditions listed above must be obtained and placed in the transferring student's file.
3. Rosehill College will not seek to enrol a student who has not yet completed six months of their principal course of study with another registered provider unless the requirements of the National Code are met and then only in accordance with this procedure.

Roles and Responsibilities:

1. Rosehill College will consider all requests for transfer fairly and take into consideration the individual circumstances of each student
2. The Chief Executive Officer or delegate will assess requests for transfer and provide a letter of release or notification of refusal to the student.

Right to appeal

The student will have an opportunity to appeal against the outcome of their "transfer request application" to formally present their case, in writing or in person at no cost under Student Complaints and Appeals [National Code 2018 Standard 10] policy of Rosehill College.