



AUSTRALIAN INSTITUTE OF ENTREPRENEURSHIP

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Transfer between Registered Providers Policy

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Entrepreneurial way of thinking, training and building confidence

ABN No: 79 124 768 092 | RTO No: 21996 | CRICOS Provider No: 02999J

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Transfer between Registered Providers Policy

Purpose

The purpose of this policy is to make clear the circumstances under which AIE will consider a student request for a transfer to or from another registered provider.

Scope

This policy applies to international students studying or wishing to study at AIE.

This policy must be consulted whenever:

- an international student enrolled at AIE requests transfer from the institute to another registered provider within the first 6 months of their principal course, or
- an international student requests to enrol at AIE within their first 6 months of their principal course with their original provider.

These policy and procedures have to be made available to the students with their pre-enrolment information, in the Student Handbook and on the website.

It is important to note that the principal course in a package of courses is the highest level or last course.

Policy - transfer to AIE from another registered provider

The National Code 2007 requires students to complete six months of their principal course of study before transferring to another provider, except in the following circumstances:

- a. the original registered provider has ceased to be registered or the program in which the student is enrolled has ceased to be registered
- b. the original registered provider has provided a written letter of release

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- 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 program, 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.

AIE will not actively recruit onshore students, especially those who have not completed the first six months of their principal course of study.

If an overseas student approaches AIE to transfer from another registered provider, AIE will only offer a conditional letter of offer based on the student proving one of the four conditions outlined above. It is entirely the responsibility of the student to provide evidence that they are eligible to transfer to AIE.

AIE will **not** enrol any transferring international students prior to completion of 6 months of their principal course, **unless they have a valid letter of release** agreeing to such a transfer.

Procedures - Transfer to enrol with AIE from another provider

1. Student administration checks all applications for enrolment carefully to determine whether the student is applying as an off shore student or transferring from another registered provider.
2. Student administration will use PRISMS to check that the student has completed 6 months of their principal course.
3. If the student has not completed the first 6 months of their principal course but is recorded in PRISMS as having cancelled their enrolment with another provider, AIE IS NOT ABLE TO ACCEPT THE STUDENT WITHOUT A LETTER OF RELEASE.
4. Where a student is identified as wishing to transfer from another provider and six months has not elapsed in the student's principal course, the student **MUST** be requested to provide a letter of release from their current provider.
5. As the student cannot obtain a letter of release from a provider without a legitimate offer from another provider, AIE is able to offer a letter of offer which is conditional on receipt of the letter of release being supplied and a copy retained.

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6. NOTE: Do not provide a written agreement or any other attempt to formalise enrolment without the letter of release being shown to AIE.
7. If the other provider indicates it will release the student, AIE will assess the application and determine if it will issue an offer of enrolment in accordance with the policies prescribed above.
8. If no satisfactory letter of release is obtained from such students, the application process is stopped and the student informed that they are unable to transfer at this time.

Policy - Students seeking to transfer from AIE

AIE recognizes that sometimes students make a choice to study that ultimately may not be best for their needs, particularly when choosing to study overseas, or that circumstances may change due to unforeseeable situations. It is also understood that, when a student is not happy with their current situation, they do not perform to the best of their academic capabilities. In recognition of these factors, AIE's policy accommodates the intention of the National Code's Standard 7, that is, to grant a letter of release to students seeking to transfer to another provider UNLESS AIE deems that such a transfer IS NOT in the best interests of the student.

All applications to transfer from AIE must be made in writing.

AIE will assess the application to determine whether the request to transfer is in the best interests of the student.

AIE will assess the application to determine if the student has a genuine need to request a transfer.

The following circumstances are considered to be reasonable grounds for a transfer:

- AIE is unable to continue to provide the program of study
- The student demonstrates they are experiencing a threat to their physical or mental health or safety by remaining at AIE and demonstrates clearly how this will be alleviated through a transfer
- The student is not coping in the program, and has sought academic assistance from AIE that has not improved their academic performance
- A government sponsor of the student considers the change to be in the student's best interest and has provided written, authorized support for that change, and
- The student has a valid enrolment offer from the receiving provider.

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AIE considers the following circumstances as reasonable grounds to reject a student transfer request prior to completing the first six months of the principal program of study:

- The student has not made a reasonable attempt to study in their principal course of study, i.e. they have not attempted to utilize AIE's student support services to assist them with any difficulties
- The transfer may jeopardize the student's progression through a package of programs
- The student has a change of mind
- The student has not passed assessment
- The student has been warned about unsatisfactory course progress
- The student is experiencing program schedule conflict with personal, work, or other non-study commitments.

The student **MUST** provide AIE with a valid enrolment offer from another registered provider in order for the transfer to be approved.

If the student cancels their enrolment with AIE, the student must be reported to DIBP via PRISMS. Please refer to AIE's policies and procedures relating to Standard 13.

Procedure - Transfer from AIE to enrol with another provider

1. Student must submit an Application/Withdrawal Form for a Letter of Release. The application must contain the student's name, student number and an explanation for the transfer request. A copy of offer letter from the proposed institution and any other supporting documents must be attached.
2. Applications are assessed by the student administration/Training Manager and the decision approved by the Managing Director.
3. Students will be advised of the outcome of their request within 7 working days of the request in writing.
4. Where a transfer request has been approved, the student's enrolment at AIE will be cancelled and student administration/Training Manager notifies DEEWR and DIBP via PRISMS of the student's cessation of studies.
5. Where relevant, cancellation fees and penalties will be applied in accordance with AIE's Refund Policy.

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6. Where a Student Transfer Request has been declined, the student's enrolment will remain current and the student will be advised of the reason for the refusal of the request in writing. The student will be advised that they may appeal the decision.
7. All documentation will be retained on the student's file.

Letter of Release

AIE will provide a Letter of Release to a student where a student has requested such a letter and such request is approved in accordance with AIE's policy above.

The Letter of Release will be provided at no cost to the student.

The Letter of Release will advise the student of the need to contact DIBP to seek advice on whether a new student visa is required.

Responsibilities

- Training Manager
- Admission Officer
- CEO

References

- Application for Letter of Release
- Withdrawal Form
- Letter of release