

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110 RTO 3948 VET Fee-HELP Provider: 7052

Advanced Diploma of Rudolf Steiner Education

Course code: 10527NAT, CRICOS code 086202A

Transfer of International Students between Providers

1. Policy

This policy/procedure supports 'Standard 7 – Transfer between registered providers' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007'.

From July 2007, providers are restricted from enrolling transferring students prior to the student completing 6 months of their principal course. This means the Seminar is unable to knowingly enrol a student transferring to the Seminar, who has not completed at least 6 months of their initial principal course without meeting specified criteria outlined in the ESOS Standards.

This policy details the procedures for assessing applications to transfer within this period. The procedures outlined below will ensure that it does not enrol any transferring international student prior to the 6 months of their principal course being completed unless that student has a valid letter of release agreeing to such a transfer and the below procedures will be implemented.

Students who have studied longer than this period of 6 months can apply as normal and no letters of release need to be sighted.

The following procedures have been separated into 'Incoming students' and 'Outgoing students'

2. Procedure

Any requests that are received in relation to a student wishing to transfer education providers shall be the responsibility of the Administrator. The Administrator shall assess the applications to transfer education providers and conclude an outcome based on the following procedure.

Incoming students

The following procedure is relevant to any student who applies for a course within the Seminar and is currently studying on-shore with another registered provider.

For this procedure to be completed the applicant must provide a copy of their Student Visa and appropriate student number. Once this information is obtained the following steps are taken:

- i. The Administrator accesses the student information via PRISMS. They are to ascertain if the length of studies completed in their current Principal course of study is greater than 6 months. They also use the copy of the student visa to ascertain what the principal course is and when they arrived in Australia.
- ii. If they have completed more than 6 months of their principal course of study, the application process proceeds as for all off-shore students.
- iii. Where a student has **NOT** completed 6 months of their principal course of study, they are asked to provide an appropriate letter of release in support of their application.
- iv. To support the application they can be provided with a 'Conditional' Letter of Offer which clearly states that an offer of a place is contingent on their obtaining a letter of release.
Note: if they are in receipt of a Government scholarship, they should provide written support from this government agreeing to the change which will stand in lieu of any letter of release.

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- v. If such a letter of release is received and the student has no outstanding fees to be paid to the prior institution or other outstanding matters of concern, the application proceeds as for all off-shore applicants.
- vi. If no satisfactory letter of release is obtained from such students, the application process is halted and the student informed that they are unable to transfer at this time. They are welcome to re-activate their application when the 6 month period has passed.
- vii. Note that in the very rare circumstances where the original institution or course has ceased to be registered, or sanctions have been placed on the original institution by the Australian government which do not allow the student to continue with the course, no letter of release is required. Evidence of this occurrence would need to be placed in the student file.

Outgoing students

The following procedure is relevant to those students wishing to transfer to another education provider prior to completing six (6) months of their principal course of study.

- i. Students make a written request (e-mail is satisfactory) to the Administrator to transfer to another provider. The only reason a 'release letter' shall be issued if:
 - The Seminar has cancelled/ceased to offer your program (letter from Seminar supplied)
 - Government sponsor considers the change to be in your best interest, if you are a sponsored student (written confirmation from sponsor required)
 - Exceptional circumstances (documentation required to support circumstances and a letter of offer from another provider is required.)
 - ii. The student is asked to provide a valid 'offer of enrolment' from the new provider authenticating the transfer and the student is able to provide a letter indicating the benefits of transferring from their current course of study.
 - iii. In assessing the application to transfer, the Administrator will check the following points:
 - Ensure any outstanding fees are paid
 - Ensure the student is fully aware of all issues relating the transferring of providers
 - Check student records to ensure the student is not trying to avoid being reported to DEEWR due to lack of course progress or poor attendance records
 - iv. Once the above points have been addressed by the Administrator, a 'Letter of Release' will be granted at no charge to the student. The student will also be advised of the need to contact DIBP and obtain a new visa if the course they transfer to is not a Higher Education /VET course. Any issues will be reported to the CEO.
 - v. The Administrator must report the student's termination of studies via PRISMS
- Where the transfer is not in the best interest of the student, the request to transfer to another college will be refused. Reasons for refusal may include but are not limited to:
 - The new course outcome is not suitable to student situation
 - The new course location is not suitable
 - The proposed new provider is not a CRICOS registered provider
 - The welfare of the student may be compromised
 - This decision of the appropriateness of the transfer will be made by the CEO and shall be given to the student in writing.

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- The above process should not take more than two working days once the student has provided the necessary documentation
- The student will be advised of the right to appeal any decision within 20 working days of being advised of the decision
- Where an application for a letter of release is granted, the letter of release will be provided at no cost to the student
- All requests, considerations, decisions and copies of letters of release should be placed in student's file
- The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the refund policy independent of this policy.