

International Student Transfer Between Registered Providers or Locations Procedure

Section 1 - Overview

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code 2007) requires UNE to demonstrate compliance with the National Code 2007 at the point of CRICOS registration and throughout its CRICOS registration period.

This compliance requirement also applies to students enrolled in courses delivered in association with another provider where UNE is the registered provider. UNE is responsible for breaches of the National Code, whatever the nature of its contractual or other arrangements with another provider.

Section 2 - Scope

These procedures are to be read with and apply to the UNE International Student Transfer Between Registered Providers or Locations Policy developed to comply with the ESOS National Code 2007.

Section 3 - Procedures

In order to comply with Standard 7 of the National Code 2007 and the UNE Policy International Student Transfer Between Registered Providers or Locations, UNE must apply the following:

Transfer from UNE within the first six calendar months of study:

(1) Where a student requests a transfer from his or her principal UNE course within the first 6 months for a reason not stated in clause 7 (a, b, c or d) of the International Student Transfer Between Registered Providers or Locations Policy, the student must apply to the Manager, International Services and Compliance, UNE International, for a Letter of Release. To apply for a Letter of Release the student must complete the Request to Transfer Between Registered Providers form and supply:

- a. if under 18 years of age, written confirmation that the student's parent or legal guardian support the transfer; and
- b. a written explanation, supported by appropriate evidence, of the reasons for the transfer which are claimed to constitute compassionate or compelling circumstances; and
- c. a letter from another registered provider confirming that a valid enrolment offer has been made; and
- d. if a UNE Partnership student, the relevant Partnership Request to Transfer providers form must be used and a recommendation completed by the Partner before the form is forwarded to the Manager, International Services and Compliance for action.

(2) The request for transfer is considered against clause 7 (a, b, c or d) of the International Student Transfer Between Registered Providers or Locations Policy by the Manager, International Services and Compliance, who will also seek comment from the relevant Head of School and where applicable, partner institution.

(3) The Manager, International Services and Compliance will inform the student, Head of School and where applicable, Partner institution, in writing of the outcome within 10 days of receiving the request.

(4) If a Letter of Release is granted, either the Manager, International Services and Compliance or the Manager, International Recruitment and Admissions, will assess this against the Refund of Tuition Fees for International Students, (dependent on when request received), and the Director of Studies, ELC will assess against The Refund of Fees for English Language Students. UNE Student Accounts will action any approved Refund for a degree student, and the ELC will action any approved Refund for an English Language student. The Letter of Release is granted at no cost to the student.

(5) If a Letter of Release is granted, International Services will arrange for the student to be withdrawn from their current units, their course to be discontinued, and for all UNE CoE's to be cancelled.

(6) If a request for a Letter of Release is denied, UNE will provide the student with written notification of this decision, including an explanation of the reason for refusal. The student will also be informed of his or her right to appeal the decision, in line with the provisions outlined in the International Student Appeals Policy.

(7) The Manager International Services and Compliance will maintain records of all requests from students for Letters of Release and the assessment of, and decision regarding the request, on the student's record.

(8) Where a student wishes to transfer from UNE due to a reason specified in clause 7 (a, b, c or d) of the International Student Transfer Between Registered Providers or Locations Policy, no letter of release is required, but will be provided on request.

(9) Where a student wishes to transfer from the English Language Centre to another Provider, a recommendation is sent from the Director of Studies, ELC to the Manager, International Services and Compliance for assessment and action.

(10) A Letter of Release constitutes:

- a. a covering letter outlining to the student why the release was granted; and
- b. a Letter of Release which includes the date of release, and CRICOS numbers of both UNE and the Institution to which the student has been released.

Transfer to UNE within the first six calendar months of study:

(11) Applications for admission are received and registered by the Manager, International Recruitment and Admissions, UNE International.

(12) The Manager, International Recruitment and Admissions assesses applications and if the applicant is deemed eligible for admission, will issue an offer of admission.

(13) Upon receiving the acceptance of offer the Manager, International Recruitment and Admissions enters the student's details into the Provider Registration and International Student Management System (PRISMS) to create a new Confirmation of Enrolment (CoE).

(14) PRISMS will advise if the student has not completed six months of the principal course. PRISMS will not advise who the student is currently studying with, but will alert providers trying to issue a new CoE that the student is enrolled elsewhere.

(15) If the Manager, International Recruitment and Admissions, wishes to issue a CoE for a student who has not completed the first six months of his or her principal course, PRISMS will ask the provider one or more questions:

- a. does the student require a Letter of Release Answer: Yes or No.
- b. The answer will be Yes unless the circumstances listed in clause 8 of the International Student Transfer Between Registered Providers or Locations Policy have occurred.
- c. If the answer is No, the response is recorded and the provider will be allowed to continue with creating the CoE;
- d. If the answer is Yes the provider will be asked the following question:

(16) Have you sighted the Letter of Release from the previous provider? Answer: Yes or No.

- a. If the provider answers Yes, the response will be recorded and the provider will be allowed to continue with creating the CoE.
- b. If the answer is 'No', the provider will be shown the following warning: It would appear that you may be in breach of the requirements in Standard 7 should you continue to create the CoE for this student. This information will be recorded. Do you wish to create the CoE? Answer: Yes or No.
 - i. If the provider answers Yes, the provider will be required to enter reasons for doing so (in the mandatory comments field).
 - ii. If the provider answers No, the CoE approval process will be cancelled.

Transfer to, from and between a UNE domestic partner

(17) A UNE Partnership student requesting a transfer between a UNE domestic partner or the Armidale campus, must complete the Partnership Request to Transfer form available at the Partnership and submit it to the Partner Campus Manager for recommendation before it is forwarded to the Manager, International Services and Compliance for assessment and action.

(18) The transfer will be consider against clause 13 of the International Student Transfer Between Registered Providers or Locations Policy.

(19) Consideration will be given to advice received from a government sponsor of a student.

(20) The Manager, International Services and Compliance will assess, rule on the request and provide written notification of the outcome to the student and the Partner.

(21) If a Request for a Transfer is denied, the student will be provided with written notification of this decision, including an explanation of the reason for refusal. The student will also be informed of his or her right to appeal the decision, through the provision of the International Student Appeals policy.

(22) The Manager, International Services and Compliance will keep records of all requests, assessments and decisions on the student's file.

Section 4 - Definitions

(23) CRICOS - Commonwealth Register of Institutions and Courses for Overseas Students-Registry of providers of nationally recognized training to overseas students who have Australian student visas.

(24) DIAC - Department of Immigration and Citizenship-The purpose of DIAC is to 'build Australia's future through the well-managed movement and settlement of people'.

(25) ESOS - Education Services for Overseas Students (ESOS) Act 2000-The ESOS Act sets out the legal framework governing delivery of education to overseas students studying in Australia on a student visa.

(26) Letter of Release - Letter granted by a Provider to allow a student to transfer from one institution to another.

(27) National Code 2007 - National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.

(28) Registered Provider - The process whereby a provider is recommended by a designated authority for registration under the ESOS Act to provide a specified course in that state to overseas students.

(29) Transfer - Movement of a student on an Australian student visa between registered Providers.

Status and Details

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