

PURPOSE

The following procedure outlines the steps involved for international students wishing to transfer from BNIT to another registered provider.

SCOPE

This policy applies to overseas students on an international student visa.

Start Point	Student requests withdrawal from BNIT enrolment with intention to transfer to another provider.
Finish Point	Request is denied or approved.
Teams Involved	International Unit and Relevant Faculty

OBJECTIVES

Customer Group	Objectives (for each Customer Group)

DEFINITION

CRICOS - Commonwealth Register of Institutions and Courses for Overseas Students

Principle program - The principal course of study is the main course of study to be undertaken by an international student where a student visa has been issued for multiple courses of study, i.e. a 'package' of courses. The principal course would normally be the final course of study and that which leads to the highest qualification in the 'package'. Where a study visa has been issued for only one course that course is the student's principal course of study.

PRISMS - The Provider Registration and International Student Management System is a secure database developed jointly by the DEEWR and DIAC for the purposes of administering the ESOS Act. PRISMS is the system used by providers to generate bona fide Confirmation of Enrolments (CoE) for DIAC as well as report any changes to class enrolments or compliance issues.

DOCUMENTATION AND REFERENCES

[IP58 International Students Transfer Policy](#)

IF708 International Application for Withdrawal

COMPLIANCE REFERENCE

- [The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students \(The National Code 2007\)](#)
- [Education Services for Overseas Students Act 2000 \(The ESOS Act\).](#)

PROCESS

General Information

The National Code 2007 restricts approved CRICOS registered providers from enrolling transferring students prior to the student completing 6 months of their principal course of study. The policy is designed to ensure that providers do not enrol any transferring international student prior to 6 months of their principal course being completed, unless that student has a valid letter of release agreeing to such a transfer, or if other specific conditions are met.

DOCUMENT AUTHORISATION

Owned by	(signature)
Position Title	
Authorised by	(signature)
Position Title	