

1. PURPOSE

This policy outlines how Brisbane North Institute of TAFE processes international student requests to transfer between registered providers in compliance with the Education for Overseas Students Act 2000 and the requirements under Standard 7 of the National Code of Practice 2007.

2. SCOPE

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

3. POLICY

3.1 Transfers to BNIT from another registered provider

BNIT is restricted from enrolling students transferring from another provider prior to the student completing six months of his or her principle program of study, unless the following circumstances apply:

- i. The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- ii. The original registered provider has provided a written letter of release;
- iii. 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
- iv. 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.

3.2 Transferring from BNIT to another provider

All requests to transfer will be assessed by the Manager, International Business.

- i. Requests to transfer to another provider from BNIT must:
 - Be submitted in writing addressed to the Manager, International Business outlining reasons for request
 - Have a valid enrolment offer letter from another provider
- ii. Applications for transfer will be processed within 10 working days.

3.3 Transfer requests within the six month restricted period

3.3.1 Under the terms of the National Code 2007, students on an international student visa are required to remain with their education provider for the first six months of study of their principal course. However, the standard recognises overseas students as consumers and supports them in exercising choice whilst acknowledging that they may also be identified as requiring support to transition to study in Australia. Requests for transfer within the restricted period **may be refused** under the following circumstances:

- i. Basis of request is not considered exceptional circumstances relating to the welfare of the student
- ii. The transfer may jeopardise the student's progression through a package of courses
- iii. Student has not utilised BNIT's support services or academic resources and assistance.
- iv. Valid offer letter from another provider has not been received
- v. Transfer perceived as detrimental to student
- vi. If transfer request is based on change of program and said program is also offered at BNIT
- vii. Student has simply changed their mind
- viii. Issues such as living a long distance away from campus and travel difficulties
- ix. Student is experiencing difficulties adjusting to Brisbane life and the demands of academic work at BNIT without having exhausted all of BNIT's student support services.

- 3.3.2 BNIT will approve transfer requests within the six month restricted period in the following circumstances where students have supplied sufficient evidence in support of claims:
- i. If the student wishes to change course in order to get access to greater support may be through the services offered by another provider, which BNIT are not able to provide.
 - ii. The student demonstrates that they are experiencing a threat to their physical or mental health and/or safety by remaining at BNIT and demonstrates how this will be alleviated through a transfer
 - iii. The student is not coping in the program and has exhausted all avenues of BNIT's academic support and assistance that has not improved their academic performance following an Intervention Strategy as outlined in **IP43** International Student Satisfactory Progress Policy
 - iv. The student is required to move interstate and can provide supporting documentation
 - v. The student can provide evidence to support claims that the program of study is not consistent with the documented program requested on the student's application
 - vi. BNIT is unable to continue to provide the program of study
- 3.3.3 After the six month period, no restriction for transferring to another provider applies other than those regarding charges applied to students' account in accordance to the Brisbane North Institute of TAFE International Student Refund Policy
- 3.4 Release Letter**
- 3.4.1 A letter of release, if granted, is of no cost to the student
- 3.4.2 BNIT must grant a letter of release in support of student only where the student has:
- i. Provided a letter from another registered provider confirming that a valid enrolment offer has been made;
 - ii. Completed the first six months of their primary program and fall outside of the restricted period or satisfy the reasons outlined as exceptional circumstances
- 3.4.3 Providers will be notified through approved release letters of the students' information regarding:
- i. Programs studied
 - ii. Academic progress
 - iii. Length of time within institute
 - iv. Whether student has outstanding balance owing to BNIT or not
- 3.4.4 Students who do not qualify for a release letter under the conditions listed within this policy will be notified of the reasons for refusal in writing
- 3.4.5 Students have 20 working days from receipt of refusal notification to access BNIT's appeals process. Where 20 working days have passed and the appeals process has not been accessed by the student, all decisions will stand.

DOCUMENT AUTHORISATION

Owned by	Manager, International Business
Endorsed by	Director, Client Relations
Authorised by	Institute Director