

QMS Online

Section: 2. Learner Services

Page: Intl Inbound Students Transfer B/W Providers Policy - BHI & CAE

Version: 1

Creation Date: 10/09/14, 11:39

Print Date: 30/11/2015

Note: This is an uncontrolled document when printed.

International Inbound Students Transfer Between Providers Policy – Box Hill Institute and CAE

Purpose

To document the Institute/CAE's policy for assessing requests from students for a transfer between providers prior to completing six months of their principal course in accordance with Standard 7 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, 2007.

Scope

This applies to:

- All Inbound International students, who have been issued an electronic Confirmation of Enrolment (eCoE) on PRISMS by Box Hill Institute or CAE, and who have requested to transfer to another registered provider prior to completing six months of their principal course.
- All Inbound International students who have applied for a course at Box Hill Institute or CAE, and who are holders of an electronic Confirmation of Enrolment (eCoE) on PRISMS which has been issued by another registered provider, prior to completing six months of their principal course at Box Hill Institute or CAE.

Policy Statement

Under Standard 7 of the National Code 2007 international students must remain with their original education provider until they have completed six months of their principal course. This restriction applies from the time a student commences study and includes any preliminary courses prior to the principal course in the student's package. Students can apply to transfer to another registered provider before completing six months of their principal course in limited circumstances as outlined in the guidelines of this policy.

Where a student requests a transfer within the period of completing six months of their principal course Box Hill Institute/CAE will assess the request against this policy. After a student has completed six months of their principal course students are free to transfer to another provider and do not require a release letter.

Box Hill Institute/CAE must not knowingly issue an eCoE or enrol a student wishing to transfer from another registered provider prior to the student completing six months of their principal course of study at that registered provider unless the student has a letter of release from the original provider.

Policy Guidelines

Requests for approval to transfer to another provider will be approved in the following circumstances:

- Compassionate or compelling circumstances - students will be provided with a release letter if they can demonstrate compassionate or compelling personal or academic circumstances. It would normally be expected that such circumstances are beyond the control of the student and are supported by relevant documentation.
- Government-sponsored Students - a government sponsor deems that the transfer is in best interest of their student.

Requests for approval to transfer to another provider will not be approved in the following circumstances:

- Where the proposed transfer is to a course in the same or similar subject area leading to the same or similar qualification.
- Where the student's progress or participation in the course is unsatisfactory.

- Within the first four weeks of the course commencement date where it is considered that the student is experiencing settlement issues and has not accessed support services provided by the Institute/CAE.

A letter of release, if granted, will be issued at no cost to the student and Box Hill Institute/CAE must advise the student of the need to contact DIBP to seek advice on whether a new student visa is required.

Where Box Hill Institute/CAE does not grant a letter of release the student must be provided with written reasons for refusing the request and must be informed of their right to appeal the decision in accordance with the Institute/CAE's Appeals Process.

Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Group Code of Conduct for Employees.

<p>Definitions</p>	<p>Inbound International students - are students who are holders of a student VISA.</p> <p>Compassionate or compelling circumstances - are generally those beyond the control of the students and which have an impact on the student's course progress or well-being. These include but are not limited to: serious illness, death in the family, major political upheaval or natural disaster in the home country which requires the student to return home, or a traumatic incident.</p> <p>DIBP - Commonwealth Department of Immigration and Border Protection.</p> <p>The Department of Education - Commonwealth Department of Education.</p> <p>PRISMS - The Department of Education's Provider Registration and International Students Management System.</p> <p>Electronic Confirmation of Enrolment (eCoE) - is the document issued by the provider on PRISMS that is the accepted evidence of enrolment by DIBP for processing a student visa or for the change of providers.</p> <p>Principal Course - the final course of study where the student visa covers multiple courses. For example a student who has an eCoE for ELICOS + Diploma, the diploma is the principal course.</p>
<p>Related Procedures</p>	<p>The following procedures are linked below:</p> <ul style="list-style-type: none"> • International Inbound Students Transfer Between Providers Procedure – BHI and CAE • Student Grievance Procedure – BHI Group • Privacy Procedure – BHI Group
<p>Related Operating Guidelines</p>	<p>NIL</p>
<p>Related Forms</p>	<p>See linked forms below.</p>
<p>Related Policy,</p>	<p>Box Hill Institute Group</p> <ul style="list-style-type: none"> • Student Grievance Policy – BHI Group • Privacy Policy – BHI Group <p>External</p>

Legislation and Regulation	<ul style="list-style-type: none"> • Education Services for Overseas Students Act 2000 <p>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007</p>
Records	Records will be maintained in accordance with the requirements of Box Hill Institute's and CAE's Records Management Policy and Procedure.
Review	This policy and any associated procedures must be reviewed no later than five (5) years from the date of approval. The policy and associated procedures will remain in force until such time as they have been reviewed and re-approved or rescinded. The policy and procedures may be rescinded or amended as part of continuous improvement prior to the scheduled review date.
Approval Body	CEO
Endorsement Body	VET Board of Studies Higher Education Board of Studies
Document ID	POLIS25
Date Approved	14 July 2014
Owner	Executive Director, Student Recruitment & Marketing
Author	Centre Manager, International Student Services

Linked Files:

[International Inbound Students Transfer between Providers Procedure - BHI & CAE \(Version 1.2014\)](#) [107 KB]

[International Student Request for Release Form \(Version 1.2014\)](#) [152 KB]