

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

Related Policy	International Inbound Students Transfer Between Providers Policy – BHI and CAE	
Procedure	Responsibility	
<p>1. Application for admission to Box Hill Institute/CAE by students transferring from another provider</p> <p>International Student:</p> <p>a) Must complete an International Student Application Form and identify on the application form that they currently hold an electronic confirmation of enrolment (eCoE) at another Australian provider, i.e. that they are currently studying at another provider.</p> <p>b) A copy of this eCoE should be attached to the application form along with other relevant documentation.</p> <p>International Student Services Staff:</p> <p>Under Standard 7 of the National Code 2007 the Institute/CAE may not enrol students, that is issue an eCoE prior to the student completing six months of their principal course except where one of the following applies:</p> <ul style="list-style-type: none"> • the original provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered. • the original registered provider has provided a written letter of release. • 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. • 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. <p>a) International Student Services staff will assess the application and, subject to the applicant meeting one of the conditions above as well as the standard admission requirements for the course for which they have applied, a conditional letter of offer will be offered.</p> <p>b) The letter of offer must state that the offer is conditional on the applicant providing a letter of release from their current provider.</p>		
	International Student	ISS Staff CAE College Staff
	ISS Staff CAE College Staff	ISS Staff CAE College Staff

<p>c) International students will provide the Institute/CAE with all of the following:</p> <ul style="list-style-type: none"> • a release letter from their current provider, • a statement of attendance from their current provider, • a transcript of results of the course in which they are currently enrolled, and • transcripts of results of other courses in which they have studied in Australia. <p>d) On receipt of all of the above, and receipt of tuition fees as specified on the letter of offer, an electronic confirmation of offer on PRISMS can be issued</p>	<p>International Students</p> <p>ISS Staff CAE College Staff</p>
<p>2. Requests for approval to transfer from Box Hill Institute/CAE to another provider</p> <p>International Students:</p> <p>Where the student has not completed six months of their principal course at Box Hill Institute/CAE, and requests a release to transfer from Box Hill Institute/CAE to another registered provider, the student:</p> <p>a) must complete a Request for Release Form, and</p> <p>b) must provide the following documentary evidence supporting the request:</p> <ul style="list-style-type: none"> ○ a letter of offer from the educational provider to which the student wishes to transfer ○ supporting evidence such as medical certificate, report from a counsellor ○ in the case of under age students written permission from parents or guardian 	<p>International Students</p>
<p>Centre Manager, International Student Services or delegate:</p> <p>a) Assesses the Request for Transfer.</p> <p>Approval to transfer to another provider will be provided in the following circumstances:</p> <ul style="list-style-type: none"> ○ if following consultation with an International Student Support Officer and/or teaching staff, the Centre Manager, International Student Services (or their delegate), considers that the transfer would not be detrimental to the international student or his or her future studies and has recommended that the student's request for a transfer be approved, and ○ the international student has provided all of the following: <ul style="list-style-type: none"> ▪ a signed and dated Request for Release Letter; ▪ a letter from another CRICOS registered provider confirming that a valid enrolment has been made, and ▪ a letter detailing their reasons for requesting a transfer to another provider. 	<p>Centre Manager, ISS or delegate</p> <p>CAE College Centre Manager or delegate</p>

<p>Where the student is under 18 years of age (Box Hill Institute does not accept any inbound international students under the age of 18):</p> <ul style="list-style-type: none"> ○ written confirmation that the international student's parent or legal guardian supports the transfer. ○ where the student is not being cared for in Australia by a parent or suitable nominated relative, confirmation on the valid enrolment offer that the registered provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements as per Standard 5 of the National Code 2007. 	
<p>b) Requests for approval to transfer to another provider will not be approved if any of the following circumstances apply:</p> <ul style="list-style-type: none"> • the request is made within the first four weeks of the course commencement date, or • the Institute/CAE forms the view that the international student is trying to avoid being reported to DIBP for failure to meet the Institute/CAE's attendance or academic progress requirements, or • the transfer may jeopardise the student's progression through a package of courses, or • the transfer would be detrimental to the inbound international student's future study and/or career objectives, or • the student has not accessed the Institute/CAE's student support or welfare services after having been requested to do so, or • the student has outstanding debts to the Institute/CAE. <p>c) No release letter is required in the following circumstances:</p> <ul style="list-style-type: none"> • the international student has completed at least 6 months study in his or her principal course, or • the international student is sponsored by another government and that government sponsor provides written support of the change as it considers the change to be in the student's best interest, or • the Institute/CAE has ceased to be registered or the course in which the international student is enrolled has ceased to be registered, or • the Institute/CAE has a sanction imposed on it that prevents the international student from continuing his or her principal course. 	<p>Centre Manager, ISS or delegate CAE College Centre Manager or delegate</p>

<p>3. Outcome of request to transfer from Box Hill Institute/CAE to another provider</p> <p>International Student Services Staff:</p> <p>a) Will provide the international student with a written decision in relation to a request for a release letter within 10 working days of lodging the Request for Release.</p> <p>b) Where the Institute/CAE approves a release letter:</p> <ul style="list-style-type: none"> • the international student will be provided with a release letter, and • the International student will be advised that his or her Electronic Confirmation of Enrolment will be cancelled and that he or she must contact DIBP to seek advice on whether a new student visa is required, and 	<p>ISS Staff CAE College Staff</p>
<ul style="list-style-type: none"> • the Institute/CAE will cancel the international student's Confirmation of Enrolment (eCoE) on PRISMS, and • the international student may apply for a refund in accordance with the Institute/CAE's Inbound International Student Refund Policy. • If issued, a release letter will be provided at no cost to the international student. <p>c) Where the Institute Refuses a Release Letter</p> <p>Where a decision is made to refuse the request to provide a release letter, students are advised:</p> <ul style="list-style-type: none"> • of the decision in writing, including the reasons for refusal, and • of their right to appeal the decision within 20 working days of receipt of the advice. 	
<p>4. Internal appeal against a decision taken by the Institute/CAE</p> <p>A student wishing to lodge an appeal against a decision should lodge a formal grievance in writing in accordance with the Institute/CAE's Student Grievance Policy and Procedure within 20 working days of the date of the student being notified of the decision.</p>	<p>International Student</p>
<p>5. External appeal against a decision taken by the Institute/CAE</p> <p>International students also have the right to contact the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR) in relation to grievances under the ESOS Act.</p> <p>Students must notify the Institute/CAE of their decision to seek an external appeal within five (5) working days of notification of the decision of the Institute/CAE in relation to an appeal.</p>	<p>International Student</p>
<p>Approval Body</p>	<p>CEO</p>
<p>Document ID</p>	<p>PROIS25</p>

Linked Files

1. International Inbound Students Transfer Between Providers Policy
2. Student Grievance Policy – BHI Group
3. Student Grievance Procedure – BHI Group
4. Request for Release Form