Student Transfer Request Assessment Policy and Procedure

Table of Contents
Student Transfer Request Assessment Policy and Procedure................................................................. 1
Preamble .................................................................................................................................................. 1
Withdrawal Procedure ........................................................................................................................... 3
Actions .................................................................................................................................................... 3
Forms/Record Keeping ............................................................................................................................ 4
Associated Documents ........................................................................................................................ 4

Preamble

Asia Pacific International College (the College) is committed to National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, 2007. Standard 7 requires the College to assess requests from students for transfer between the College and another registered provider prior to the student completing six months of the principal course of study in accordance with their documented procedures. This policy has been developed to ensure full compliance with the National Code.

1. The College shall apply this Standard as part of its CRICOS registration obligations. The responsible officer for implementation of this policy is the Manager, International Students. All international students intending to request transfer to another course outside Asia Pacific International College shall consult her. All staff are required to refer student requests for transfer to the Manager for International Students.

2. The College shall not knowingly enrol the student wishing to transfer from another registered provider’s course prior to the student completing six months of his or her principal course of study with their respective institutions except where:

   a) the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered
b) the original registered provider has provided a written letter of release

c) 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

d) 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. Upon receiving a request from an international student enrolled in one of the award courses of Asia Pacific
International College to transfer to a course offered by another registered provider the following
procedure shall be followed:

a) All requests for transfer to another course shall be in writing, using the attached application form and
signed and dated by the student concerned

b) The request for transfer shall provide full details of the course student enrolled in and the duration
since enrolment, course units completed, performance achieved and other details

c) The request for transfer shall detail the reasons why a transfer to another course is being sought

d) The request for transfer must specify the date of transfer

4. The request is assessed against the grounds for granting transfer as follows:

Grounds for granting permission to transfer to another course outside the College

I. The student must have completed at least 6 months of his or her principal course of study with the
College

II. Or the College should receive a letter from the student’s government sponsor outlining why it
considers the transfer to another course to be in the best of the student

III. Or the College has reasons to believe that the student will materially benefit from transfer to the
designated course provided by another registered institution

IV. Or the College has decided to cease to offer the course due to low enrolment or other reasons

V. Or the College is required by the Australian Government or NSW Government to cease to offer the
course

5. The student requesting release shall provide a letter from another registered provider confirming that a
valid enrolment offer has been made.

6. The College shall consider requests formally only when the course the student has enrolled in is his or her
principal course and the student has been actively pursuing his or her studies as per the course
requirements.

7. The College shall respond in writing to the student seeking the transfer within one month of receiving his
or her request. The College may refuse to release a student for transfer to another registered provider if
the College has reasons to believe that the transfer not to be in the best interest of the student or suspects
that if the transfer is granted the student may not comply with his or her student visa conditions.

8. The College shall issue a letter of release to transfer to another registered provider at no cost to student.
The College shall advise the student to contact Department of Immigration and Citizenship to seek advice
whether a new student visa is required.
9. In the event that the College refuses the request for transfer the College shall write to the student stating the reasons for refusal to grant release to transfer and the student’s right to appeal the decision under Standard 8, Complaints and Appeals.

The College shall keep records of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the student’s file.

Withdrawal Procedure

<table>
<thead>
<tr>
<th>STEPS</th>
<th>WHO IS RESPONSIBLE?</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student expresses intention to withdraw</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>2. Discuss intention to withdraw with Program Coordinator, Student Administration Officer</td>
<td>Student</td>
<td>APIC - Course Withdrawal Flowchart and APIC Course Withdrawal Checklist should be used at this stage. Staff providing advice to students is to state clearly that if the student’s final decision is to withdraw that they must complete the APIC Course Withdrawal Form and submit it to the Student Administration Officer. Current and upcoming teaching period census dates should also be provided so the student is aware of when they will become financially liable for the courses.</td>
</tr>
<tr>
<td>3. Where appropriate and where sought by the student, refer student to Student Welfare Officer for further advice on life issues, program progression, or alternative program options</td>
<td>Program Coordinator, Student Welfare Officer</td>
<td>Staff providing advice to students is to state clearly that if the student’s final decision is to withdraw that they must complete the APIC Course Withdrawal Form and submit it to the Student Administration Officer. Current and upcoming teaching period census dates should also be provided so the student is aware of when they will become financially liable for the courses.</td>
</tr>
<tr>
<td>4. International students seek authorisation from the Program Coordinator or the Registrar</td>
<td>Program Coordinator, Registrar</td>
<td>This process is governed by the ESOS Act.</td>
</tr>
<tr>
<td>5. Final decision to withdraw and completion of hard copy APIC Course Withdrawal Form</td>
<td>Student</td>
<td>Student to submit APIC Course Withdrawal Form to the Student Administration Officer.</td>
</tr>
<tr>
<td>6. Receive and date stamp form. Provide student with a copy for their records</td>
<td>Student Administration Officer</td>
<td>Current and upcoming teaching period census dates should be provided so the student is aware of any financial liability for the courses</td>
</tr>
</tbody>
</table>
7. **Record withdrawal on student record in PEPI**
   - **Student Administration Officer**
   - Processing of the form also involves entering the Reason/s stated for withdrawal in PEPI.

8. **Notify academic staff of withdrawal**
   - **Student Administration Officer**

10. **(International Students Only)**
    - **Student Administration Officer**
    - **File Form and Outcome letters in PEPI.**
    - If Approved – Issue Release Letter
    - If Rejected – Issue Rejection to Transfer Between Registered Providers

### Forms/Record Keeping

<table>
<thead>
<tr>
<th>Title</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APIC Course Withdrawal Form</strong></td>
<td>Student Administration Officer</td>
<td>5 years after enrolment has expired</td>
</tr>
<tr>
<td><strong>APIC Course Withdrawal Form (Internal Transfer)</strong></td>
<td>Student Administration Officer</td>
<td>5 years after enrolment has expired</td>
</tr>
<tr>
<td><strong>File Notes</strong></td>
<td>Program Coordinator</td>
<td>5 years after enrolment has expired</td>
</tr>
<tr>
<td></td>
<td>Student Welfare Officer</td>
<td></td>
</tr>
</tbody>
</table>

### Associated Documents

- Student Transfer Request Assessment Policy and Procedure
- APIC Course Withdrawal Checklist
- APIC Course Withdrawal Form
- APIC - Course Withdrawal Flowchart
- Release Letter - Template
- Rejection to Transfer Between Registered Providers Template