



Transferring between Registered Providers Procedure

PROCEDURE FOR ASSESSING STUDENTS WISHING TO TRANSFER TO GREENWICH ENGLISH COLLEGE PTY LTD

1. The College receives an application from a student who is “on-shore” and who has indicated that they are currently studying at another institution.
2. The College uses PRISMS to decide if the student has completed 6 months of their principal course. They also use the copy of the student visa to ascertain what the principal course is and when they arrived in Australia.

If the above 2 prerequisites have been met, the application process proceeds as for all off-shore students.

If they have not met the above prerequisites, the students must be asked to provide an appropriate “**letter of release**” in support of their application.

Students can be provided with a “conditional” offer which clearly states that an offer of a place is contingent on their obtaining a letter of release.

Note: If they are in receipt of a Government scholarship, they should provide written support from this government agreeing to the change which will stand in lieu of any letter of release.

If a letter of release is received as per above and the student has no outstanding fees to be paid to the prior institution or other outstanding matters of concern, the application proceeds as for all offshore applicants.

If no satisfactory letter of release is obtained from such students, the application process is halted and the student informed that they are unable to transfer at this time.

They are welcome to re-activate their application when the 6-month period has passed.

Note: In the very rare circumstances where the original institution or course has ceased to be registered, or sanctions have been placed on the original institution by the Australian Government which do not allow the student to continue with the course, no letter of release is required.

PROCEDURE FOR ASSESSING TRANSFER APPLICATIONS FROM STUDENTS WISHING TO TRANSFER AWAY FROM GREENWICH ENGLISH COLLEGE PTY LTD

Students make a written request to the Operations Manager to transfer to another provider.

1. The student is asked to provide a valid offer of enrolment from the new institution and any other supporting documentation to support the request.
2. With the valid offer of enrolment, the College will assess the transfer request considering the following questions:
 - Does the student have any outstanding fees payable? (if they do, these must be paid before a letter of release can be provided)
 - Is the student fully aware of the study issues involved in the transfer?
 - Do the reasons provided for the transfer support the student's best interest or prove a genuine request based on academic performance and achievement?
3. If the answers to the above are satisfactory and in accordance with the relevant policy, the letter of release will be granted at no charge to the student. The student will also be advised of the need to contact DHA to determine if they need to obtain a new visa.
4. The College reports student termination of studies through PRISMS.

If any of the answers are unclear, the Operations Manager will need to interview the student and gain a fuller understanding of the circumstances.

The Operations Manager will make a recommendation if they believe the request should be refused or alternatively they will grant the letter of release.

Student Services will inform the student in writing of a negative outcome with reasons and indicate that the student may access the student appeal process as detailed in the Student Handbook if they seek a review.

Notes:

- The above assessment procedure should not take more than 5 working days once the student has provided the necessary documentation.
- All requests, considerations, decisions and copies of letters of release should be placed in student's file
- The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the refund policy independent of the relevant policy regarding transferring to another provider.

Authorising Officer: _____ **Date:** _____ **Review Date:** _____

This policy is to be reviewed twelve (12) months from this date.
