**P33.V4- Student transfer****1.0 Purpose**

- 1.1 The purpose of this procedure is to address Standard 7 of the revised National Code 2007 transfer between registered providers

2.0 Responsibility

- 2.1 The Training and Compliance Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application. Student Support Manager and Student Administration Manager will implement its requirements.

3.0 Definitions

- 3.1 N/A

4.0 Requirements /Process

- 4.1 The RTO must not actively recruit students where the recruitment would conflict with the requirements of this procedure and/or Standard 7 of the National Code
- 4.2 No fee can be charged to the student by the College for issuing a letter of release.
- 4.3 Registered providers are restricted from enrolling transferring students in the first six months of their principal course of study except in accordance with Standard 7 of Part D the National Code.
- 4.4 If a letter of release is refused by a registered provider a student may appeal the provider's decision.

Letter of Release (Transfer OUT)

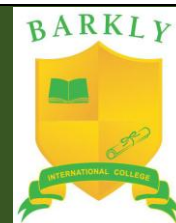
- 4.5 Students must apply for a letter of release on the appropriate form F.11V01 otherwise a release letter will not be considered or provided.
- 4.6 Applications for a letter of release will be considered by the Student Support Manager and may be referred to the Training and Compliance Manager and responded within 10 working days of being received by the College.
- 4.7 A letter of release application form will be processed in accordance with this procedure and only if the student can provide written confirmation that a valid enrolment offer has been made by another registered provider.
- 4.8 A letter of release will normally be granted in the following situations shown in the text box:

- The college is unable to continue to provide the course; or
- The student has completed six months of their principle course
- The student can demonstrate they are experiencing threat to physical or mental health or safety by remaining at the college and can demonstrate clearly how this will be alleviated through a transfer; or
- The current course of study is clearly not consistent with documented course requested for on their application.
- In exceptional compassionate circumstances beyond the students control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required) and the exceptional compassionate circumstances has led to a permanent change in the student's circumstances that makes continued enrolment inappropriate.

Original section taken from F.11V01 Letter of Release application form

Document Information

Title:	P.33V4 Student Transfer Policy	Version No:	V4.0
Author:	Barkly International College Pty Ltd	Date Created:	January 2012
Reviewer:	Evelin Cruz	Date reviewed:	December 2016
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4.9 A letter of release will normally not be granted in the following situations shown in the text

- The requirements of the written agreement have not been met by the student; or
- The student has a change of mind, or
- Six (6) months of the principle course has not being completed by the student
- Not enough documented evidence to support reasons or claims in the application for letter of release is submitted; or
- The student does not satisfy any of the situations which normally lead to a letter of release being granted; or
- The proposed transfer will jeopardise the student's progression through a package of courses; or
- The student has unsatisfactory academic progress and is in the intervention process; or
- The student has unsatisfactory behaviour and has been or is about to have their enrolment suspended or cancelled and be reported to Department of Immigration and Border Protection; or
- The student cannot provide a letter from another registered provider confirming that a valid enrolment offer has been made.

Original section taken from F.11V01 Letter of Release application form

4.10 The below sections applies for current students, however, Barkly International College is not taking applicants who are under 18 at this time

4.11 If a letter of release is refused, reasons for the refusal will be documented in writing and the student will be informed of their rights to access the College complaints and appeals procedure.

4.12 A copy of the student's letter of release application; notes recording the assessment of the application and a copy of the response letter sent to the student by the College must be placed in the student's file

Enrolling a transferring student (Transfer IN)

4.13 The College will not knowingly enrol a 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 except where:

- the original registered 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, or
- 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.

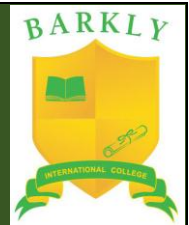
4.14 All existing Credit Transfers and RPLs recognised by the pervious registered RTO will be recognised by Barkly International College if the original evidence is provided – See Course Credits Policy P11.V02.

4.15 In the event that the College knowingly enrolls a 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 documentary evidence of at least one of the four conditions listed above must be obtained and placed in the transferring student's file.

4.16 The College will not seek to enrol a student who has not yet completed six months of their principal course of study with another registered provider unless the requirements of the National Code are met and then only in accordance with this procedure.

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4.17 Exceptions to the release letter requirement where a letter of release is not required in the following circumstances:

- When a student fails to meet certain entry requirements for commencing a course, for which the student arrives in Australia for; the student is left without a provider in the absence of a release letter. In this situation, where the student is able to provide documentary evidence of their predicament (these documents will be accepted as "approximates" to a letter of release), transfer will be permitted.
- Where a student's enrolment may have been cancelled under Standard 13 of the National Code ("Deferring, suspending or cancelling the student's enrolment"), there is no need for the provider to also issue a release letter - in this situation the cancellation would be sufficient.

Related Documents

F.11V01 Release Letter Request Form

P.11V04 Credit of Prior Study Policy

Process Diagram 1-08 Student Transfer IN (from another RTO)

Process Diagram 2.07 Student Transfer OUT (to another RTO)

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