



Australian College of Vocational Studies

(RTO 90857) (CRICOS Provider 02474E)

6 Hunt Street Surry Hills NSW 2010 Phone (02) 9280-4338 or (02) 9319 3777

Email: info@acvs.com.au Website: www.acvs.com.au

Student Transfer Policy

The purpose of this procedure is to address the requirements Standard 7 of the revised National Code 2007 Transfer between registered providers.

The Principal is responsible for the implementation of this policy and for ensuring that staff and students are aware of it.

ACVS will not charge any fees to the student for issuing a letter of release, if granted, and will advise the student via the letter of release that the student will need to contact DIAC to seek advice on whether a new student visa is required.

ACVS cannot enrol transferring students in the first six months of their principal course of study except in accordance with the requirements outlined in Standard 7 of the National Code 2007.

If ACVS refuses to issue a letter of release, a student may appeal against ACVS's decision using ACVS's Complaints and Appeals Process.

Procedure

Letter of Release

Students must apply for a letter of release using the **Transfer Request Form**. The Principal will consider and respond to applications for a letter of release within 14 days of their lodgement.

A letter of release will normally be granted in the following situations:

1. ACVS is unable to continue to provide the course; or
2. The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the college; or
3. 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
4. It has been agreed by the college the student would be better placed in a course that is not available at Australian College of Vocational Studies; or
5. The current course of study is clearly not consistent with documented course requested for on their application.

A letter of release will normally not be granted in the following situations:

- Student fees are in arrears;
- The proposed transfer will jeopardise the student's progression through a package of courses;
- The student has unsatisfactory academic progress;
- The student has unsatisfactory attendance;
- The student's progress is likely to be academically disadvantaged;
- Australian College of Vocational Studies is concerned that the student's application to transfer is a consequence of the adverse influence of another party;
- The student cannot provide a letter from another registered provider confirming that a valid enrolment offer has been made.



Australian College of Vocational Studies

(RTO 90857) (CRICOS Provider 02474E)

6 Hunt Street Surry Hills NSW 2010 Phone (02) 9280-4338 or (02) 9319 3777

Email: info@acvs.com.au Website: www.acvs.com.au

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 of appeal using ACVS's Complaints and Appeals Procedure.

A copy of the student's letter of release application; notes recording the assessment of the application and a copy of the response letter outlining the decision made in relation to the request for release that was sent to the student by the College is placed into the student's file.

Enrolling a transferring student

ACVS 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.

In the event that ACVS 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.

ACVS 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 2007 are met and then only in accordance with this procedure.



Australian College of Vocational Studies

(RTO 90857) (CRICOS Provider 02474E)

6 Hunt Street Surry Hills NSW 2010 Phone (02) 9280-4338 or (02) 9319 3777

Email: info@acvs.com.au Website: www.acvs.com.au

Student Transfer Request Flowchart

