

Student transfer and release Policy and Procedure

Purpose

The purpose of this policy and procedure is to address Standard 7 of the National Code 2018 and to provide policy and procedures for overseas students in relation to their applications for transfer between registered providers.

Scope

This policy applies to all overseas students studying with Australian Workplace Skills Institute (AWS) on a student visa and prospective students on a student visa who seek to transfer to AWS.

Policy

AWS will ensure none overseas student seeking to transfer from another registered provider's course prior to the overseas student completing six months of his or her principal course, except where any of the following apply:

- The releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered
- The releasing registered provider has had a sanction imposed on its registration by the ESOS agency the prevents the overseas student from continuing his or her course at that registered provider
- The releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS

The college will implement a documented policy and process for assessing overseas student transfer requests prior to the overseas student completing six months of their principal course and must be made available to staff and overseas students, and outline:

- The steps for an overseas student to lodge a written request to transfer, including that they must provide a valid enrolment offer from another registered provider
- Circumstances in which the College will grant the transfer request because the transfer is in the overseas student's best
- The circumstances which the College considers as reasonable grounds to refuse the transfer
- A reasonable timeframe for assessing and replying to the overseas student's transfer request having regard to the restriction period.

The College will advise the overseas student to contact Immigration to seek advice on whether a new student visa is required if a release is granted and should be no cost to the overseas student.



AWS

AUSTRALIAN WORKPLACE
SKILLS INSTITUTE

AWS Institute Pty Ltd
T/A Australian Workplace Skills Institute
RTO No: 45701 **CRICOS No.:** 03924J
ACT Campus: Level 1, 66 Townshend Street, Phillip, ACT 2606
NSW Campus: Level 6, 140 Elizabeth Street, Sydney NSW 2000
Phone: 02 9182 0984 **Email:** info@aws.edu.au
ABN No: 12 637 817 353 **Website:** www.aws.edu.au

The outcome of a student transfer application will be given in writing if refusing the request with its reason and the student will be informed of the right to appeal the decision in accordance with Standard 10 (Complaints and appeals), within 20 working days. The College will not finalise the student's refusal status in PRISMS until the appeal finds in favour of the registered provider, or the overseas student has chosen not to access the complaints and appeals processes within the 20-working day period, or the overseas student withdraws from the process.

The College will maintain records of all requests from overseas students for a release and the assessment of, and decision regarding, the request for two years after the overseas student ceases to be an accepted student.

Circumstanced where the transfer request will be Granted

The College will grant the transfer request only circumstance when the transfer is in the student's best interest, including but not limited to where the College has satisfied that:

- The College will consider releasing if the student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with that College's intervention strategy to assist the student in accordance with Standard 8 (Overseas student visa requirements)
- Students will be released if they have not met the condition(s) of their offer or a student undertaking a packaged program and holding a packaged eCoE has not meet the entry requirements for the principal course of study. In order for the transfer request to be considered, the student must provide the evidence that they have attempted and not successfully completed their preliminary program;
- Students will be released if the College fails to deliver the course as outlined in the written agreement or a course for which the College has issued an eCoE to a student will no longer be offered or has ceased to be registered on CRICOS;
- The College will consider releasing if the student can demonstrate compassionate or compelling personal reasons or academic circumstances. In order for a request for a release to be considered, the student must provide relevant supporting documentary evidence which might include a personal statement and a statement of support from an independent professional (e.g. medical, legal, counselling, academic);
- There is evidence that the student's reasonable expectations about their current course are not being met;
- The College will consider releasing if have sufficiency evidence that the student was misled by the College or an education or migration agent regarding the College or its course and the course is therefore unsuitable to their needs and/or study objectives;



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- Students will be released if an appeal (internal or external) on another matter results in a decision or recommendation to release the student;
- Students transfer requested will be consider only where the student could provide a valid enrolment offer from another registered provider

Circumstanced where the transfer request will be Refused

The College will refuse the transfer request if:

- The transfer request would result in a breach of the student's mandatory or discretionary visa conditions;
- The intended course be the same or related to the course that student applied and/or will not provide adequate preparation for further study, nor better meets the long term goals of the student, whether these relate to future work, education or personal aspirations;
- No firm offer from another CRICOS registered provider has been supplied;
- The student has already been identified for unsatisfactory attendance and/or unsatisfactory progression and has received advice to this effect;
- The student has been serve the notification to report and fail on appeal the case
- The student has been reported in PRISMS for unsatisfactory attendance or course progress;
- The College is satisfied that the student intends to return to their home country
- The student continues to have an outstanding debt (i.e. tuition fees, material fees, admin fees, late payment fees etc.).

Note: Any intention by a student to return to their home country will require a cancellation of the temporary student visa connected to the College.

Student Transfer and Release Procedure

1. Students submit the Deferment, Suspension, Withdrawal or Cancellation of Enrolment Request Form with supporting evidence
2. Academic manager/Registrar will consider the application and provide the outcome within 14 days of lodgement; and
3. If approved, documentary evidence must be placed in the student's file as well as in the register folder and the student record will be updated on PRISMS.



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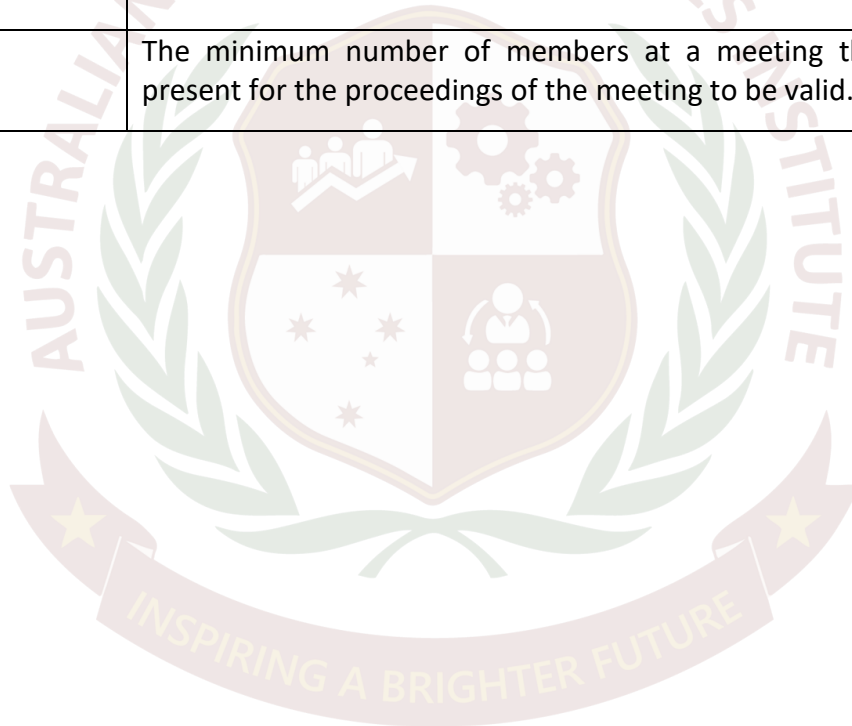
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Definitions

Overseas Student	Student currently studying in Australia on a student visa.
Registered Provider	Organisation registered by ASQA to deliver VET courses.
Principal Course	The main course of study to be undertaken by an overseas student where a student visa has been issued.
PRISMS	Provider Registration and International Student Management System
Written Agreement	A binding agreement between the provider (AWS) and the student. Explains the provider's and the student's duties while the student is studying at the provider.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
Quorum	The minimum number of members at a meeting that must be present for the proceedings of the meeting to be valid.





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