

# Overseas Student Transfer Policy

Applicable to ESOS Standards 2018: Standard 7

## 1. Transfer from Bayside English College to another provider and vice versa

- » Providers are restricted from enrolling transferring students prior to the student completing 6 months of their principal course. This policy details the procedures for assessing applications to transfer within this period. Students who have studied longer than this period can apply as normal and no release needs to be sighted or produced.
- » The policy of Bayside English College is to ensure that it does not enrol any transferring international student prior to the 6 months of their principal course being completed unless that student has been released in PRISMS by the student's previous provider.
- » In regard to releasing current students, all of the students within a degree pathway with a higher education visa who have not commenced their 'principal' program and are seeking to transfer out of this program need a release from both Bayside English College and further education providers to be able to enrol in another institution. Our broad policy is to agree to all transfer requests unless there are some particular factors that need to be taken into consideration. These are that the student requesting a transfer has an accurate understanding of what the transfer represents to their study options, or that they still owe Bayside English College course fees or that it is suspected that they are seeking transfer only to avoid being reported to DHA for failure to meet academic progress or attendance. The Principal Executive Officer will make any final decision as to whether to refuse a release for any student.
- » A release will always be provided when or if a government sponsor deems that the transfer is in the best interest of their student or in cases of provider default. Bayside English College considers the following factors as detrimental to the student, and therefore, as reasonable grounds for refusing a transfer request:
  - The request is considered detrimental to the student's wellbeing.
  - The student has not started studying, or has studied with Bayside English College for less than four (4) weeks and has not had an opportunity to experience the program of study, and/or the range of support services available at Bayside English College. In this situation Bayside English College will revisit the issue within a timeframe negotiated with the student
  - The student has requested a transfer to a course with another registered provider that is considered by the Bayside English College to be unsuited to student's academic capabilities, study plans or career aspirations.
  - The transfer may jeopardize the student's progression through a package of courses.
  - The intended course will not provide adequate preparation for further study, and/or is not recognised by higher education or VET providers as meeting their entry requirements.
  - Bayside English College forms the view that the student is trying to avoid being reported to the DHA for failure to meet the provider's academic progress requirements.

- The student is indebted to Bayside English College.
- » In all cases outlined above, Bayside English College may agree to approve a request for a release if the student can demonstrate that the transfer would be in their best interests. This will be assessed on a case by case basis, and may include for example:
  - Consideration of the student's personal circumstances.
  - Whether the transfer represents clear educational progression.
  - Where the student demonstrates academic difficulties in their current course.

## **2. Procedure for assessing transfer applications from students wishing to transfer out of Bayside English College**

- » Students make a written request to the Admissions Officer to transfer to another provider. The following must be addressed in the application:
  - Student Name
  - Current Course
  - Date of Application
  - Course Commencement Date
  - Visa Sub Class
  - Principal Course of Study (Highest level course)
  - What is the reason for this transfer request?
  - Explanation of how the transfer will not lead to increased tuition costs, increased duration of studies, a lower level of support services at the new provider and effect the progression through a package of courses where appropriate.
- » The student is asked to provide a valid offer of enrolment from the new institution.
- » With these documents sighted, the Principal Executive Officer, or delegate, will assess the transfer request considering the following:
  - » Does the student have any outstanding fees payable? (If they do, these must be paid before a release can be provided)
  - » Is the student fully aware of the study issues involved in the transfer?
  - » Is the student simply trying to avoid being reported to DHA for unsatisfactory course progress or poor attendance?
  - » If the answers to the above are satisfactory and in accordance with policy, the letter of release will be granted at no charge to the student. The student will also be advised they may need to contact DHA and obtain a new visa.
  - » The College reports the students' termination of studies through PRISMS.
  - » If any of the answers are unclear, the student is required to attend an interview with the

Principal Executive Officer, or delegate, to gain a full understanding of the circumstances.

- » The Principal Executive Officer, or delegate, will inform the student in writing of a negative outcome with reasons and indicate that the student may access the student appeal process
- » The assessment procedure should not take more than 10 working days once the student has provided the necessary documentation to the Principal Executive Officer, or delegate. All requests, considerations, decisions and copies of letters of release will be retained in the 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 this policy.
- » Where a release is granted, this will be provided to students at no cost to the student.