

	Title: Transfers Between Educational Providers	
	Version: 4.00	Date: 7 August 2017
	Policy Area: Student	Next Review: 7 August 2019
	Approval: Academic Board	Signature: 

Purpose:

Vose Seminary must ensure compliance with Standard 7 of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, as part of the Education Services for Overseas Students (ESOS) ACT 2000* in relation to students seeking to transfer between providers of educational services.

Definitions:

ACT: Australian College of Theology.

Principal course: The principal course of study refers to the main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses.

PRISMS: Provider Registration and International Student Management System

VET: Vocational Education and Training

Prospective students seeking to transfer to Vose Seminary from another provider

Vose Seminary will not enrol a student wishing to transfer from another registered provider's course prior to the student completing a minimum of six months of that principal course except where:

- 1) The original provider has ceased to be registered;
- 2) The course in which the student is enrolled has ceased to be registered;
- 3) The original provider has provided a written letter of release;
- 4) The original provider has had a sanction imposed on its registration that prevents the student from continuing his or her course;

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- 5) 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.

Students wishing to transfer to Vose before they have completed six months of study in their principal course for reasons other than those outlined above will need to request a letter of release from their primary provider. Once a letter of release has been provided, students are welcome to approach Vose and apply to enrol.

Vose will only enrol an overseas student who has completed or partially completed another relevant course if the ACT is satisfied that:

- a) The student had demonstrated a commitment to studies in their previous course; and
- b) Had a good attendance record for that course; and
- c) Had paid all the fees required for that course.

At the point of application, students who have previously been enrolled in relevant courses must authorise the ACT through the Vose Registrar, to obtain official records and other information about commitment to study, attendance and fee payment history from relevant educational institutions attended by the student.

Where a student enrolled with another registered provider of educational services requests to be enrolled with Vose Seminary prior to completing 6 months of their principal course, has met all of the necessary entry requirements and satisfied the ACT regarding all the points above, that student is welcome to fill out the Online Application to Enrol form on the Vose website. Upon meeting admission requirements, the student shall:

- 1) receive a formal Offer of Admission letter from Vose Seminary;
- 2) receive supplementary information around their chosen course, Vose Seminary policies and procedures and refunding of course fees;
- 3) be asked to produce a Letter of Release from the previous provider;
- 4) present the Letter of Release together with the completed Acceptance of Offer of Admission as the initial part of the enrolment process with Vose Seminary.

Please note: all of the above will continue to apply even in circumstances where a student wishes to transfer from an ACT Higher Education course delivered by Vose to a VET course delivered by Vose. In circumstances such as these, the student will require a Letter of Release from the ACT or their nominated representative, giving them permission to exit the Higher Education course.

The onus is on the students to check with the Department of Immigration and Border Protection what the impact of such a move will have on their current visa.

Where a student has completed 6 months of their Principal Course, Vose Seminary does not require a Letter of Release from the original provider.

Prospective students seeking to transfer from Vose Seminary to another provider before six months of study in their principal course:

Vose Seminary recognises that, from time to time, there will be requests from International Students for a Letter of Release so that they may enrol at another registered provider of educational services.

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Students are required to apply in writing to the Vose Seminary Academic Dean to obtain a Letter of Release should they wish to transfer prior to completing six months of their principal course. The request for a letter of release must contain a written explanation, and supporting evidence, of the reasons for the compassionate or compelling case, as well as a letter from another registered provider confirming that a valid enrolment offer has been made.

Valid circumstances for requesting a Letter of Release include, but are not limited to, the following:

- a) personal or financial hardship,
- b) familial trauma or social anxiety caused by separation, and
- c) better prospects for educational success and advancement
- d) the student is struggling academically and the course is not appropriate, and there are no relevant alternatives available at Vose
- e) If the student claims or can provide evidence that their reasonable expectations about the current course are not being met
- f) The student has evidence that they have accessed Vose's support services available to them and that they have shown evidence of a genuine effort to engage with these support services to seek resolution of any difficulties they are encountering in progressing in their course.

Where an international student enrolled with Vose Seminary requests to transfer to another registered provider of educational services prior to completing six months of their Principal Course, that student shall receive a written response to the request within five (5) working days.

Where an international student enrolled with Vose Seminary lodges a written request for a Letter of Release, accompanied by a formal Offer of Admission from another registered provider, Vose Seminary shall:

- 1) acknowledge receipt of the request and process it without cost to the student;
- 2) make a determination regarding the request and respond, in writing, within five (5) working days.

If the request is granted, Vose Seminary shall:

- 1) provide the student with a formal Letter of Release within 5 working days of the determination being made;
- 2) provide a Statement of Attainment in accordance with Australian Qualifications Framework guidelines;
- 3) inform the student, in writing, that he or she is required to contact the nearest Department of Immigration and Border Protection (DIBP) Office in order to obtain advice about whether or not a new Student Visa is required.
- 4) Update the PRISM database with regard to the student's current status at Vose

Students granted a Letter of Release approving transfer to another institution must cancel their enrolment at Vose, and will need to pay any Variation of Enrolment Fees prior to being issued with their Letter of Release. Students will not be refunded their Application Fee under these circumstances.

If the request is refused, Vose Seminary shall

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- 1) provide the student with a written explanation of the grounds upon which the application was rejected;
- 2) advise the student that he or she retains the right to appeal the decision in accordance with the Seminary's Dispute Resolution Policy for International Students, and that they have 20 working days to do so.

Vose Seminary reserves the right to refuse a request for a Letter of Release in the following instances:

- 1) The request is made within the first four weeks of the principal course commencing
- 2) If the ACT determines that the transfer would be detrimental to the student's future study plans
- 3) Vose believes the student is trying to avoid being reported to DIAC for failure to meet Vose's attendance or academic progress requirements
- 4) Vose believes the student is deliberately trying to exploit the Australian student visa system
- 5) The student has not exhausted access to Vose's support services for assistance with study or personal issues
- 6) The student has failed to provide a valid Offer of Admission or other supporting documentation from the other Provider;
- 7) The student decides they would prefer to study at an institution with lower fees.
- 8) Change of mind.
- 9) The student has outstanding financial obligations to Vose Seminary.
- 10) The student has not returned resources borrowed from Vose Seminary.

Vose Seminary reserves the right to take into consideration other factors, including individual circumstances of a student, which may not have been specified above.

Please note: all of the above will continue to apply even in circumstances where a student wishes to transfer from a VET course delivered by Vose to a Higher Education course delivered by Vose on behalf of the ACT. In circumstances such as these, the student will still require a Letter of Release from Vose allowing them to exit the VET course.

Students must check with the Department of Immigration and Border Protection what the impact of such a move will have on their current visa.

In accordance with Academic Administration best practice Vose Seminary will maintain a record of all requests for Letters of Release. Copies of all documentation related to each student's request and the Seminary's response shall be stored in that particular student's file.

Students seeking to transfer from Vose Seminary to another provider after completing 6 months of their Principal Course

Where an international student enrolled with Vose Seminary requests to transfer to another registered provider of educational services after completing six months of their Principal Course, that student shall:

- 1) notify the Seminary in writing of their intention to withdraw;
- 2) ensure all outstanding fees are paid and property belonging to Vose is returned;
- 3) ensure all personal details in the Seminary are up to date prior to departure;

Upon receiving such notification from a student, Vose Seminary shall

- 1) update the student's details in the Seminary's database;

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- 2) encourage the student to contact the nearest Department of Immigration and Border Protection Office to discuss their situation;
- 3) Update the PRISM database with regard to the student's current status at Vose

Appendix: Document History and Version Control Record

Document Title: Transfers Between Educational Providers

Source Documents:

Associated Internal Documents: National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007

Associated External Documents

Authorised Officer: Cate Vose

Approved by: Academic Board

Date of Approval: 7 November 2017

Assigned Review Period: 1 Year

Date of Next Review: 7 August 2018

Version Number	Version Date	Authorised Officer	Amendment Details
1.00	30/05/2003	College Board	Included under 'Admissions' in the General Policy Handbook
2.00	30/05/2006	College Board	Policy Revised
2.01	27/06/2013	JV	Policy separated from the General Policy Handbook Document modified to include history and version controls
3.00	28/04/2014	Academic Board	Additional information inserted around demonstrating that all entry requirements have been met. Revised acronyms replaced.
4.00	7/8/2017	Academic Board to approve a meeting on 7/11/2017	Considerable additional content added to align with the ACT Overseas Transfer and Release Policy.

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