



## Student Transfer between Providers Policy

The college will not enrol a student wishing to transfer from another registered provider prior to the student completing six (6) months of his or her principal course of study except for the circumstances outlined below.

- a. The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- b. The original registered provider has provided a written letter of release;
- c. 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
- d. 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.

The college will not allow a registered student to transfer from the college within the first six (6) months of their course until the college has assessed the student's request to transfer within this restricted period. The college will grant the student's request where:

- a. The transfer will not be to the detriment of the student;
- b. The student has provided a letter from another registered provider confirming that a valid enrolment offer has been made;
- c. The student can register into the other course at an appropriate point in the course; or
- d. The student's current academic progress indicates that the student can manage the new course.

Note that:

1. Students should allow a minimum of five (5) working days to assess the student transfer request the Letter of release, if granted, will be issued at no cost to the student and will advise the student of the need to contact DHA to seek advice on whether a new student visa is required;
2. If a transfer is granted the college will calculate any refunds according to the Refund Policy and Procedure and provide the student with a written statement; and
3. Students may use the college Grievance and Appeals process or involve an independent 3<sup>rd</sup> party at any time.

Where Westminster College does not grant a letter of release, the student will be provided with written reasons for refusing the request and will be informed of his or her right to appeal the College's Grievance and Appeals process.

### Procedure

1. Student completes Student Transfer Request Form and submits to reception;
2. Principal assess student request along with supporting evidence;
3. Principal calls a meeting with the student if required;
4. Principal completes a Student Release letter and submits to reception;
5. Reception provides letter to student and files a copy on student electronic and manual file;
6. The student is able to utilise the College Complaints and Appeals process if not satisfied;
7. No fees are charged for this activity; and
8. A record on the students file must be entered.