



International Student Transfer Between Registered Providers Policy

General Guidelines

- All students wishing to transfer between Registered Providers must submit a Letter of Release application to International Admissions at AIE Canberra or Administration Manager at any AIE campus. This application can be obtained from Administration Office of any AIE campus or downloaded from www.aie.edu.au
 - Student will be informed of decision within 14 days of receipt of application.
 - Letter of Release/Letter of Refusal will be issued in accordance with ESOS National Code 2007, Standard 7
-

Transfer from AIE Policy

International students holding a student visa seeking to transfer from AIE within the first 6 months of principal course of study are required to seek approval of transfer and be issued with a Letter of Release.

AIE will issue a Letter of Release only if:

1. Principal course of study is deemed academically unsuitable for student with regard to learning environment and/or educational needs; or
2. Compassionate or compelling reasons.

A Letter of Release will be issued at no cost to the student.

A Letter of Release will not be issued unless:

1. A valid Letter of Offer of enrolment with receiving provider is presented.
2. If student is under the age of 18:
 - a) The student's parent or legal guardian supports the transfer in writing; and
 - b) The new provider accepts responsibility for approving student's accommodation, support and general welfare in writing.

A Letter of Release will not be granted if:

- the transfer would be considered detrimental to student or future studies;
- the student has changed his/her mind about what course he/she wishes to study;
- the student has not accessed AIE's support services for assistance with study or personal difficulties including accommodation, travel and finances;
- AIE believes the student is trying to avoid being reported to DIAC for not meeting course requirements;
- Representative Agent Error; and/or
- circumstances for approving a Letter of Release have not been satisfied.

Students have the right to appeal the decision if application to transfer is refused.

All appeals will be processed as per AIE Complaints and Appeals Policy and in accordance with ESOS National Code 2007, Standard.

Procedure

1. Student must lodge a Letter of Release Application with the International Manager. This can be done directly through contact details on application form or through Administration Offices of any AIE Campus. Application forms must have the following documents attached:
 - a) Statement detailing reasons for Letter of Release request;
 - b) Copy of Letter of Offer from new registered provider; andIf under the age of 18,
 - c) Approval of student's parent or legal guardian to the transfer; and
 - d) The new provider's acceptance of responsibility for approving the student's accommodation, support and general welfare.
2. Letter acknowledging receipt of transfer request will be issued to the student by International Admissions Office within 24 hours of receiving application.
3. International Manager will assess transfer request in consultation with relevant Campus Head of School. A decision to be made within 7 days of initial transfer request where possible. Reason for decision to be recorded in student file.



4. Letter of Release or Refusal, depending on outcome of assessment of transfer request, to be issued to the student within 24 hours of decision. Letter of Refusal to include reasons for decision and information regarding right to appeal, as per AIE's appeal process.
5. Student to lodge Cancellation/Withdrawal Form to formally discontinue studies with Administration Office of relevant AIE campus.

Copies of all documentation to be kept in student file.

Transfer to AIE Policy

AIE is restricted from enrolling students requesting to transfer from another registered provider within the first six months of commencement of their principal course, except in the following circumstances:

- The original registered provider has ceased to be registered or the course in which the student was 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 which prevents the student from continuing his or her principal course; or
- A Government sponsor of the student considers the change to be in the student's best interest and has provided a written recommendation for that change.

International students holding a student visa seeking to transfer to AIE within the first 6 months of principal course of study will be issued with CoE if:

1. A valid Letter of Release from existing provider or written approval from sponsor if the student is a Government sponsored student is presented.
2. If the student is under the age of 18, approval from parent or legal guardian in writing and AIE has put into place arrangements for approving the student's accommodation, support and general welfare.

Student's application satisfies AIE's entry requirements for nominated course of study

References

ESOS Act 2000

National Code of Practice 2007

AIE Complaints and Appeals Policy