

STUDENT TRANSFER POLICY

Students requesting transfer to Australian Pacific College from other providers

In accordance with the National Code 2007 standard 7.1:

1. Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.
2. Students can apply for a letter of release to enable them to transfer to another education provider.

Australian Pacific College (the College) will only accept students in the first six months of their principal course in the following circumstances:

- the original provider has ceased to be registered or the course in which the student has enrolled has ceased to be registered
- the original provider has provided a written letter of release
- the original provider has had a sanction imposed on its registration by the Australian Government or State Government that prevents the student from continuing his or her principal course
- any Government sponsor of the student considers the change to be in the student’s best interests and has provided written support for that change

Students requesting transfer from Australian Pacific College to other providers

In accordance with the National Code 2007 standard 7.2:

1. Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.
2. Students can apply for a letter of release to enable them to transfer to another education provider.
3. Students who were granted a visa under the streamlined visa processing arrangements must maintain enrolment in a streamlined visa processing eligible course (or package of courses) with an education provider participating in the arrangements.
4. The College will only provide a letter of release to students in the first six months of their principal course in the following circumstances:

- The student has provided a letter of offer from another registered provider, and
- Where the student has given the correct course cancellation notice period and has paid the relevant course cancellation fee in accordance detailed in Table A, and
- The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the College, or
- It has been agreed by the College that the student would be better placed in a course that is not available at the College, or
- Any other reason stated in the policies of the College.
5. The College will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:

- The student’s progress is likely to be academically disadvantaged or would not be better placed in another institution;
- The College is concerned that the student’s application to transfer is a consequence of the adverse influence of another party;
- If the student was granted a visa under Streamlined Visa Processing (SVP) and the transfer is to a non-SVP provider.

6. Students under 18 years of age MUST have:

- Written evidence that the student’s parent(s)/legal guardian supports the transfer
- Written confirmation that the new provider will accept responsibility for approving the student’s accommodation, support, and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative.
- Evidence that the student is always in Department of Immigration and Border Protection (DIBP) approved welfare and accommodation arrangements.

7. All applications for transfer will be considered within 10 working days and the applicant notified of the decision.

8. Students should be advised that their decision to transfer to a different education provider may have visa implications and they should contact the nearest Department of Immigration and Citizenship office as soon as possible to discuss this with them.

9. Where granted, a letter of release will be issued at no cost to the student.

10. Where a letter of release is not granted the student will be provided with written reasons for refusing the request and will be informed of his or her right to appeal the decision in accordance with our complaints and appeals policy.

11. Copies of requests for letters of release and accompanying documentation will be maintained in the student’s file both in hard copy and electronically.

### TABLE A - NOTICE PERIODS REQUIRED, CANCELLATION FEE & DOCUMENTS REQUIRED

<table>
<thead>
<tr>
<th>School</th>
<th>Course cancellation notice period</th>
<th>Course cancellation fee</th>
<th>Documents required</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>1 week in advance</td>
<td>N/A – fees are paid in full in advance, any unused weeks are forfeited</td>
<td>Course variation form</td>
</tr>
</tbody>
</table>
| Vocational | Forms must be submitted by the end of week 7  
(to finish at the end of the same term) | $0 if submitted by the end of week 7  
$500 if submitted in week 8+  
(note the college expects students to study a minimum of 2 terms if their course is more than 2 terms long) | Letter of offer from new school  
Details of ongoing welfare arrangements (if student is under 18 years of age) |

Please note: Notice periods and cancellation fees may be subject to change at any time without notice.
Student request for release letter flowchart

Student fills in transfer request within first six months of study at the principal course

If the student is under 18 they must also provide permission from their parent/legal guardian and, if applicable, a valid enrolment offer from the receiving provider stating that they will accept responsibility for the student’s accommodation and welfare arrangements

The request is assessed by the College in accordance with their transfer request policy

Transfer request is granted

Transfer request is denied

The College documents the decision, providing a letter informing the student of its decision and advise of his or her right to appeal.

Appeal is successful

Appeal is unsuccessful

The student is granted a letter of release and advised to contact DIBP. All documentation is kept on file

No change to enrolment. All documentation is kept on file.