Transfer Between Providers Policy
## TRANSFER BETWEEN PROVIDERS POLICY

<table>
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<tr>
<th>Approved by:</th>
<th>Strategy &amp; Operational Group</th>
<th>Date:</th>
<th>28 February 2012</th>
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<tbody>
<tr>
<td>Date Effective:</td>
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<tr>
<td>Custodian:</td>
<td>Campus Director</td>
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<td>Supporting Documents, Procedures &amp; Forms:</td>
<td>Fees &amp; Refunds Policy</td>
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<td></td>
<td>Student Grievance Policy &amp; Procedure – Non-Academic</td>
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<td>References &amp; Legislation:</td>
<td>National Code of Practice for Providers of Education and Training to Overseas Students 2007</td>
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1. **Purpose of Policy**

1.1 The Transfer between Providers Policy seeks to provide a process for international students seeking to transfer from UOW College (the College) to another provider and vice-versa.

1.2 The policy of the 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 a valid letter of release agreeing to such a transfer.

1.3 The policy also outlines the conditions for international students seeking to transfer from the College within the first 6 months of their principal course who apply for a letter of release to transfer to another provider.

2. **Definitions**

<table>
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<tr>
<th>Word/Term</th>
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<tbody>
<tr>
<td>conditional offer</td>
<td>an offer for a course of study which requires conditions to be fulfilled before the offer can be accepted</td>
</tr>
<tr>
<td>letter of release</td>
<td>a letter issued by the College releasing the student from their current course of study</td>
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<td>principal course</td>
<td>the highest level of qualification relating to a particular offer of study, where more than one course appears on the offer letter</td>
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<tr>
<td>progressive offer</td>
<td>an offer for more than one course of study, where progression to a higher level course is contingent on satisfactorily completing a lower level course</td>
</tr>
<tr>
<td>registered provider</td>
<td>an institution registered under the CRICOS scheme authorised to deliver educational courses</td>
</tr>
<tr>
<td>transfer</td>
<td>to cease a current enrolment in order to take up an offer of study at another institution</td>
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</table>
3. **Policy Principles**

3.1 **Requests to transfer to a new provider from the College**

3.1.1 The following general principles underpin the College’s approach to assessing requests to transfer to a new provider:

a. Students who are enrolled in their principal course at the College and have studied longer than 6 months do not require a letter of release.

b. Where the College decides to grant a letter of release, it will be issued at no cost to the student. The student will be advised to contact the Immigration Department to seek advice on whether a new visa is required.

c. Students under 18 must provide to the College written evidence from their legal guardian or parent supporting the transfer to another provider.

d. Students under 18 must have 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, legal guardian or suitable nominated relative.

e. Students with a progressive offer on to University of Wollongong (UOW) who have not commenced their ‘principal’ course will need a letter of release from both the College and the University of Wollongong to be able to enrol in another institution.

f. The College aims to complete the application for a transfer and provide the student with a decision within 10 working days of the student providing the necessary documentation.

g. All requests, considerations, decisions and copies of letters of release will be placed on the student’s file.

h. Students will be notified in writing of the College’s decision.
i. The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the College Fees & Refunds policy, independent of this policy. Refer to www.uowcollege.edu.au/policies

3.2 Requests to transfer from another provider to the College

3.2.1 The following general principles underpin the College approach to assessing requests to transfer to the College from another provider:

a. Students applying to transfer to the College who have not completed 6 months of their principal course must provide an appropriate letter of release in support of their application.

b. Students in receipt of a Government scholarship must provide written support from this Government agreeing to the change.

c. Students can be provided with a “conditional” offer which clearly states that an offer of a place is contingent on their obtaining a letter of release and, if they are under 18, that the College will accept responsibility for their welfare and accommodation when they enrol.

d. The student must have no outstanding fees to be paid to the prior institution or other outstanding matters of concern.

e. If no satisfactory letter of release is obtained from such students, the enrolment process is halted and the student informed that they are unable to transfer at this time. They are able to re-apply when the 6 month period has passed.

4. Letters of Release

4.1 Conditions for Granting a Release Letter

4.1.1 The College will only provide a release letter to students in the first six months of their principal course under the following conditions:

a. The College determines that the student would be better placed in a course not offered by the College,

b. The College ceases to be registered or the course in which the student is enrolled ceases to be registered,
c. Sanctions imposed on the College by the Australian
government or the NSW government prevent the student from
continuing in the course, or
d. Any government sponsor of the student deems that the
transfer is in the best interest of the student and has provided
written support for the transfer.

4.2 Conditions for Not Granting Release Letter

4.2.1 The College will NOT provide a letter of release to students in the
first six months of their principal course in the following
circumstances:

a. The transfer is not in the best interest of the student e.g. it may
jeopardise the student's progression through a package of
courses,
b. The student owes the College course fees,
c. The student is applying to study a similar course to that in
which the student is already enrolled, or
d. It is suspected that the student is seeking transfer to avoid
being reported to Department of Immigration and Citizenship
for failure to meet academic progress or attendance.

4.2.2 The Campus Director will make any final decision as to whether to
grant a letter of release for any student.

4.2.3 In cases where the transfer request is denied, the College will
inform the student in writing with reasons.

4.2.4 Students will also be notified they may access the College's
internal complaints and appeals process if they seek a review of
the decision. (refer to the Student Grievance Policy & Procedure -
5. Version Control and Change History

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Date Approved</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>8/11/07</td>
<td>16/11/07</td>
<td>WCA Academic Board</td>
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<td>2</td>
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<td>ITC Quality Manager</td>
<td>Migrated to new template</td>
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<td>3</td>
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<td>ITC Quality Manager</td>
<td>Updated for name change</td>
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<td>Strategy &amp; Operational Group</td>
<td>Definitions added. Minor wording change to 3.1.1f</td>
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