

**Crumps International Pty Ltd
Transfer Between Registered Providers
Policy and Procedure**

Transfer Between Registered Providers

Policy

Crumps International Pty Ltd has a policy for Transfer from Crumps International Pty Ltd to another provider and vice-versa for International Students.

Purpose

The purpose of this procedure is to ensure International Students are transferred between Crumps International Pty Ltd and other registered providers in accordance with Standard 7 of The National Code 2007.

Scope

This procedure applies to any staff involved in the processing of applications for transfer from Crumps International Pty Ltd to another provider and vice-versa for International Students.

Procedure

Transfer from Crumps International Pty Ltd to another provider and vice-versa for International Students

From July 2007, providers are restricted from enrolling transferring students prior to the student completing 6 months of their principal course. This policy details the procedures for assessing applications to transfer within this period. Students who have studied longer than this period can apply as per Policy and Procedure No. 109 Students previously enrolled in relevant courses, and a letter of release will need to be sighted or produced.

The policy of **Crumps International Pty Ltd** 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.

In regard to releasing current students, all of the students within the (*name of courses such as Certificate IV in University Preparation or other pathway course*) course have not commenced their 'principal' program and thus, all students transferring out of this program need a letter of release (from both **Crumps International Pty Ltd** and further education provider) to be able to enrol in another institution. Our broad policy is to agree to all transfer requests unless there are some particular factors that need to be taken into consideration. These are that the student requesting a

Authorising Officer:

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Date of Review

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transfer has an accurate understanding of what the transfer represents to their study options, or that it is suspected that they are seeking transfer only to avoid being reported to DEEWR for failure to meet academic progress or attendance. The Director will make any final decision as to whether to **refuse** a letter of release for any student, but reasons must be given and the student is informed of the Appeal process.

Letters of release would always be provided when or if:

1. **Crumps International Pty Ltd** registration or that of the Certificate or other course has been revoked.
2. Sanctions imposed on **Crumps International Pty Ltd** by the Australian government prevent the student from continuing in the course.
3. A government sponsor deems that the transfer is in the best interest of their student.

Procedure for assessing Students wishing to transfer IN to Crumps International Pty Ltd

- The Enrolments Office receives an application from a student who is on-shore and who has indicated that they are currently studying at another institution.
- The Enrolments Office use PRISMS to decide if the student has completed 6 months of their principal course. They also use the copy of the student visa in the passport to ascertain what the principal course is and when they arrived in Australia.
- If they have, the application process proceeds as for all off-shore students.
- If they have not, they are asked to provide an appropriate letter of release in support of their application. They 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 Crumps International Pty Ltd will accept responsibility for their welfare and accommodation when they enrol. Note, If they are in receipt of a Government scholarship, they should provide written support from this government agreeing to the change which will stand in lieu of any letter of release
- If such a letter of release is received, the application proceeds as for all off-shore applicants.
- If no satisfactory letter of release is obtained from such students, the application process is halted and the student informed that they are unable to transfer at this time. They are welcome to re-activate their application when the 6 month period has passed.
- Note that in the very rare circumstances where the original institution or course has ceased to be registered, or sanctions have been placed on the original institution by the Australian government which do not allow the student to continue with the course, no letter of release is required.

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Procedure for assessing transfer applications from students wishing to transfer OUT of Crumps International Pty Ltd

- Students make a written request (e-mail is satisfactory) to the Enrolment Office to transfer to another provider.
- The student is asked to provide a valid offer of enrolment from the new institution.
- If the student is under 18, their parent or guardian must support this request in writing.
- If they are under 18, they must also provide written evidence that the new provider will accept responsibility for their accommodation and welfare.
- With these documents sighted, the Enrolment Officer will assess the transfer request considering the following questions:

- Is the student fully aware of the study issues involved in the transfer? (EO checks any notes on student records).
- Is the student simply trying to avoid being reported to DEEWR lack of course progress or poor attendance? (Again EO checks the relevant notes on student records).

- If the answers to the above are satisfactory and in accordance with policy, the letter of release will be granted at no charge to the student. The student will also be advised of the need to contact DIAC and obtain a new visa if the course they transfer to is not a Higher Education/VET course.
- The Enrolments Office report students termination of studies through PRISMS
- If any of the answers are unclear, they should be referred to the Director of Student Services, to interview the student and gain a fuller understanding of the circumstances.
- The Director of Student Services will make a recommendation to Crumps International Pty Ltd Director if they believe the request should be refused or alternatively grant the letter of release. The Director will inform the student in writing of a negative outcome with reasons and indicate that the student may access the student appeal process as detailed in the Student Handbook if they seek a review.

Notes:

- ❖ The above assessment procedure should not take more than 48 hours once the student has provided the necessary documentation.
- ❖ All requests, considerations, decisions and copies of letters of release should be placed on student's file, and

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- ❖ The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the refund policy independent of this policy.

References

The National Code 2007
Policy and Procedure No. 109 Students previously enrolled in relevant courses

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