



CANNING COLLEGE

STUDENT TRANSFER AND RELEASE POLICY

Students transferring to another provider

Students who have not completed six (6) months of study in their principal course* and wish to transfer to another provider must complete a Release Request Form. Students will be informed in writing of the outcome within 10 working days.

Releases will only be granted in compassionate and compelling circumstances relating to the welfare of the student.

Compassionate and/or compelling circumstances are defined as a sudden change of circumstances beyond the student's control that impact plans for on-campus study in Australia. Such circumstances must be supported by documentary evidence.

The following circumstances will not generally be considered compassionate or compelling circumstances:

- > Lack of understanding of Student Transfer and Release Policy and/or Withdrawal and Refund Policy.
- > Distance of the student's residential address from the campus at which they are studying.
- > A desire to change to a new course with lower fees.
- > If the student's CoE has already been cancelled for non-commencement or for an inactive enrolment status.
- > A desire to move to another training provider to be with friends.
- > Matters not related to the student's study with Canning College (such as accommodation issues, personal matters not affecting the student's study).
- > Student fees are outstanding.
- > Student under report to immigration for breaching enrolment/visa conditions

Students transferring to Canning College through TIWA from another provider

If students do not have a release approved on PRISMS, they will not be issued with a Confirmation of Enrolment (CoE).

The student's original RTO or course ceases registration

If the original registered provider has ceased to be registered and can no longer provide the course of study this should be confirmed via a search on the CRICOS register at cricos.education.gov.au.

Once verification is made the student may be enrolled.

If the student has been issued a release from their current provider he/she may be enrolled.

The student's original registered provider has sanctions imposed on them

If the student is transferring due to the original registered provider having a sanction imposed upon them by a government agency, Canning College will enroll the student detailing the reason for a change in provider and referencing the sanction and issuing government body

The student is transferring at the request of their government sponsor

If the student is transferring due to a government sponsor of the student advising them to change their registered provider, Canning College will enroll the student.

The student must provide documentation from the relevant government sponsor supporting this change in registered provider.

Change of course within Canning College

Students wishing to change course will have their application considered by Canning College, dependent upon intakes and places available.