



TRANSFER POLICY AND PROCEDURE

General

Due to admission and enrolment processes, Canning expects students to complete the course into which enrolment was completed.

However, in accordance with Canning College and ESOS National Code (Standard 7) requirements the College will consider any application for release from the original course and / or the College. Canning College is responsible for students enrolled in a Canning course or packaged in a program where the Canning course is the principal course.

Any decision for Letter of Release will be made according to the best educational interests of and exceptional circumstances relating to, the student.

Current regulations require student visa holders to complete 6 months in the principal program before they are eligible for changing provider without release from the initial principal provider. In the case of packaged (SVP) programs, the principal program may be offered by another provider (eg university).

See DIBP website for details of Changing Provider:

<http://www.immi.gov.au/Study/Pages/changing-courses.aspx>

PROCEDURE: applying for a Letter of Release

1. Application for a Letter of Release must include:
Fully completed Withdrawal and Refund Form.

A **confirmed** Offer of Place from the other institution
(For Under 18 aged students, this document must include reference to the new provider taking responsibility for the student's care and welfare.)

A letter from the applicant outlining the reasons for the transfer request.

A letter from parents or guardian supporting the transfer application of students under 18 years of age.

2. International Office staff on behalf of Canning College will issue a Letter of Release if the application is supported.

International Office staff will provide other documents as may be required, such as an attendance declaration and academic records.

Enrolment at Canning will be cancelled and the case reported to DIBP via PRISMS.

3. **The student is required to comply with DIBP Change of Provider processes. The applicant may need other documents as outlined in the DIBP Form 157C. Any proposed course of action should be checked with DIBP officers.**

4. Students transferring will be subject to normal Refund Policy conditions.

5. Applications for a Letter of Release will normally be considered and a decision given within 5 working days of the receiving the complete application.

6. If an application for a Letter of Release is rejected, then, a written explanation of the refusal will be issued to the student.

7. Standard Grievance Procedures apply if a student appeals a Letter of Release rejection.

8. The issue of a Letter of Release may not hinder the college's responsibility to report a student to DIBP for unsatisfactory attendance or academic progress.

Letter of Release will be granted in circumstances such as the student:

1. finds the original course unsatisfactory
2. changes study and career intentions
3. cannot access a suitable course at Canning College

Letter of Release **may not** be granted when a transfer is deemed to be detrimental to the student. Circumstances include:

1. the new course does not meet particular visa requirements (eg students from AL3 countries must complete Year 12 or equivalent to be eligible to apply for a visa subclass 572).
2. the new course will not lead to the student's desired education outcome (eg transfer to a certificate course will not provide access to higher studies at the University of Western Australia).
3. where Canning has the view that the student is deliberately attempting to manipulate DIBP's visa system or is deliberately avoiding reporting procedures for non-compliance.
4. the student plans to transfer to a similar course at a lower tuition fee.
5. the student owes fees (or the like) to Canning College.
6. the transfer would deny the student's progression through packaged courses.

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