



Transfer Request Assessment

Policy

This policy applies to international students only.

In accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007, Carrick will not knowingly enrol a student transferring from another education provider prior to the student completing six months of their principal course.

A Carrick student may apply to transfer to another provider after they have completed six months of their principal course. If a student is enrolled in a package of courses, they must complete any prerequisite courses, and then the first six months of the principal course.

Guidelines

1.0 Circumstances where student transfer is allowed within six months of the principal course of study

- a. the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered; or
- b. the original registered provider has provided a written letter of release; or
- c. the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course; or
- d. any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

2.0 Transfer to Carrick

- 2.1 Onshore international students, who wish to enrol in a Carrick course, **must submit a release letter** from their current provider before Carrick will issue a CoE, unless circumstances 1.0 a, c, or d apply.
- 2.2 Admissions staff may use the Carrick application form, PRISMS or a copy of the student's visa in the passport to ascertain the principal course and whether the student has completed six months of their principal course.

- 2.3 Where the student is under 18:
- 2.3.1 Carrick will require written confirmation from the student's parent or legal guardian supporting the transfer.
- 2.3.2 Carrick will accept responsibility for approving the student's accommodation, support and general welfare arrangements if the student is not being cared for in Australia by a parent or suitable nominated relative approved by Department of Immigration and Citizenship (DIAC).

3.0 Transfer from Carrick to another provider

- 3.1 Onshore international students who wish to enrol into a course at another provider must submit an AF 21 Provider Transfer Request Form along with a valid letter of offer from the other provider to the Student Services Department for consideration.
- 3.2 Transfer may be granted:
- a. where the student applies on personal or academic grounds that are unable to be resolved using Carrick resources, and
 - b. the student has no outstanding fees owing to Carrick.
- 3.3 A letter of release will be issued at no cost to the student within 10 working days of the transfer request being granted.
- 3.4 Students are required to contact DIAC to confirm whether a new student visa is required.
- 3.5 Where a release letter has been granted, the Compliance Department will submit a course variation through PRISMS, in accordance with AP 36 Reporting Student Course Variations on PRISMS. A copy of the course variation is to be placed in students file.
- 3.6 Transfer will not be granted under the following circumstances:
- a. where it would be considered detrimental to the student; or
 - b. where it may jeopardise the student's progress through a package of courses; or
 - c. Where the course student wishes to transfer to is offered at Carrick & the student's academic needs are met.
 - d. the student has recently started studying the course and the full range of support services are yet to be offered; or
 - e. the student is trying to avoid being reported to DIAC for failure to meet Carrick's requirements; or
 - f. where the student does not provide sufficient documentation, including, but not limited to:
 - a valid letter of offer from the other provider has not been provided; or

- a release letter from other provider (if required); or
 - g. the student has outstanding fees owing to Carrick.
- 3.7 Where Carrick does not grant a letter of release, the student will be provided with a written letter stating the reason(s) for refusal.
- 3.7.1 The letter of refusal will be provided to the student within 10 working days of receipt of the form and the student will be informed of his / her right to appeal the decision, in accordance with SMP 9 Complaints and Appeals Procedure.
- 3.8 Where the student is under 18, Carrick will require written confirmation from the student's parent or legal guardian supporting the transfer and, if applicable, written confirmation from the new provider that they accept responsibility for the approval of accommodation, support and welfare arrangements of the student.

4.0 For guidelines on transfers between Carrick campuses please refer to AP 50 Campus Transfer Policy.

Related Policies

AP 50 Campus Transfer Policy

SMP 9 Complaints and Appeals Procedure

Related Forms

AF 21 Provider Transfer Request Form

Policy Location

P: Drive

MyCarrick