INSTITUTE OF MANAGEMENT AND TRADE
RTO No: 45905 Cricos Provider no: 04052M

Transfer between Registered Providers

Policy and Procedure

Purpose

The purpose of this policy and procedure is to address Standard 7 of the National Code 2018 and to provide policy and procedures for overseas students in relation to their applications for transfer between registered providers.

Scope

This policy applies to all overseas students studying with Institute of Management and Trade (IOMT) on a student visa and prospective students on a student visa who seek to transfer to IOMT.

Policy

IOMT assesses requests from students for a transfer between IOMT and other registered providers, prior to the student completing 6 months of his/her principal course of study, in accordance with this policy and procedure.

In line with Standard 7 of the National Code 2018, IOMT will not knowingly enrol an overseas student wishing to transfer from another registered provider's course prior to the student completing 6 months of their principal course of study, except in limited circumstances as below:

- Releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered.
- Releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that registered provider.
- Releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS.
- Any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change.

Note that in the very rare circumstances where the original provider or course has ceased to be registered, or sanctions have been placed by the Australian government or by Federal Regulator, by which student cannot continue his/her course at original provider, IOMT will not consider 'release' information on PRISMS. Evidence of this occurrence would be placed in the student file.

Procedure

Procedure (Transfer to IOMT)

1. Any requests that are received in relation to a student transfer will be directed to RTO Manager (PRISMS officer). The RTO Manager will then assess the applications to transfer education providers and advise the student about the outcome as outlined in the procedure.

2. RTO Manager accesses the student information via documents provided by student at the time of enrolment/application. This is done to determine if the student has completed 6 months of study in their principal course or not.
3. If they have completed more than 6 months of their principal course of study, then the RTO Manager will process the application and will seek the fee pending status from finance department.
4. If the student has NOT completed 6 months of their principal course of study, the relevant information is checked where the previous provider has recorded releasing information on PRISMS.
5. If releasing from the previous provider is required on PRISMS, for students who have not completed 6 months of their principal course of study, IOMT will not enrol the student.
6. If RTO Manager rejects the application of transfer to IOMT, student is informed about the decision via email.
7. If student release from the previous provider is provided, then the RTO Manager processes the application in accordance with IOMT's Admissions Policy and Procedure.

Procedure (Transfer from IOMT)

1. Students who seek to transfer to another provider prior to completing 6 months of their principal course must make a written request to RTO Manager. The application must be accompanied with a valid 'Letter of Offer' from the new provider authenticating the transfer and the justification on how the new intended course will benefit the student.
2. The following circumstances are outlined below where IOMT will grant the transfer request in the overseas student's best interests, including but not limited to:

- IOMT has cancelled/ceased to offer the course as outlined in the Written Agreement.
- Government considers the change to be in the student's best interest, if they are a sponsored student (written confirmation from sponsor required).
- There is evidence that the student was misled by the registered provider or an education or migration agent regarding the registered provider or its course and the course is therefore unsuitable to their needs and/or study objectives.
- Student has provided sufficient evidence of compassionate or compelling circumstances.
- Student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with the intervention strategy in accordance with Standard 8 of National Code 2018 and the IOMT's Course Progress Policy and Procedure.
- There is evidence that the student's reasonable expectations about their current course are not being met.
- An appeal (internal or external) on another matter results in a decision or recommendation to release the student.
- Exceptional circumstances (documentation required to support circumstances).

3. If the application is found to be genuine and the RTO Manager approves the transfer, the student's enrolment at IOMT will be cancelled and student release information will be recorded in PRISMS. The student will also be advised of the need to contact Department of Home Affairs (DHA) and check if their existing visa allows them to study the intended course.
4. The RTO Manager reports the student's termination of studies to the appropriate government agency(s) via PRISMS.
5. The approval of transfer does not guarantee or does not indicate the agreement to provide any refund.
6. Where the transfer is not in the best interest of the student, the request to transfer to another registered provider will be rejected. Reasons for rejection may include but are not limited to:

- Outstanding debt to IOMT.

- New course or location or outcome is not suitable to student situation
- Intended Provider is not a CRICOS registered provider
- The welfare of the student is compromised

7. This decision of the appropriateness of the transfer will be made by the RTO Manager and shall be given to the student in writing. The above process should not take more than 7 days once the student has provided the necessary documentation.
8. In an event where the student's application of transferring to another provider is rejected, the student will be informed in writing about student's right to appeal against the decision.
9. Student will have access to IOMT's Complaints and Appeal processes. Students can appeal against the decision within 20 working days after the outcome is informed to the student.
10. IOMT will not finalise the student's refusal status in PRISMS until the appeal finds in favour of the registered provider, or student has chosen not to access the complaints and appeals processes within the 20-working day period, or student withdraws from the process.
11. IOMT will maintain records of all requests from student and the assessment of, and decision regarding, the request for the period of 2 years after student ceases to be an accepted student.

Definitions

Written Agreement	A binding agreement between the provider (IOMT) and the student. Explains the provider's and the student's duties while the student is studying at the provider.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
Quorum	The minimum number of members at a meeting that must be present for the proceedings of the meeting to be valid.
Overseas Student	Student currently studying in Australia on a student visa.
Registered Provider	Organisation registered by ASQA to deliver VET courses.
Principal Course	The main course of study to be undertaken by an overseas student where a student visa has been issued.
PRISMS	Provider Registration and International Student Management system

Version control and accountability table

Policy owner		**Compliance Manager**		
Responsible Officer		**RTO Manager**		
Approved by		**CEO**		
Version	**Authorised by**	**Brief description of change**	**Date approved**	**Effective date**
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