

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110 RTO 3948 CRICOS Provider 01812M VET Student Loan Provider: 7052

Advanced Diploma of Rudolf Steiner Education

Course code: 10825NAT, CRICOS course code 107755A



Transfer of International Students between Providers

Policy

Under the Education Services for Overseas Students Act 2000 and the associated requirements of Standard 7 of the National Code of Practice 2007 the Melbourne Rudolf Steiner Seminar (the Seminar) is restricted from enrolling transferring international students within their first six months of the commencement of the student's principal program except in limited circumstances. If you are an international student you must complete six months of your principal course before you can transfer to another Registered Provider. If you have not completed six months of your course, your application to transfer may be refused, except in the limited circumstances as outlined in this policy. International students transferring to another provider within the first six months of their principal course without obtaining a release agreement are also at risk of having their visa cancelled by the Department of Home Affairs.

International students enrolled with the Seminar who have completed six months of their principal course of study who wish to transfer to another place of study must follow the Seminar's course withdrawal procedures to do so.

If you wish to change your study plans, promptly contact the Enrolments Officer (EO) to discuss the impact of your plans on your student visa and the various options that may be available to you. For further information on how changes to your course may impact your visa, refer also to the Department Home Affairs (DOHA) website information on Changing Your Study Situation at <https://immi.homeaffairs.gov.au/change-in-situation/study-situation> .

This policy details the procedures for assessing applications to transfer within this period. The procedures outlined below will ensure that the Seminar does not enrol any transferring international student prior to the 6 months of their principal course being completed unless that student has sought a release agreeing to such a transfer and the below procedures will be implemented.

Students who have studied longer than this 6-month period can apply as normal and a release agreement is required.

The following procedures have been separated into 'Incoming students' and 'Outgoing students'.

1. Procedure

A student will direct their queries or application to change their study plans to the EO. The EO shall assess the applications to transfer education providers and conclude an outcome based on the following procedure.

Incoming students

The following procedure is relevant to any student who applies to the Seminar's Advanced Diploma course and is currently studying on-shore with another registered provider.

The Seminar can only accept a transfer of an international student from another registered provider prior to the completion of 6 months of study with the original institution if

- The principal provider ceases to be registered or can no longer provide the course you enrolled in, or
- you have a letter from your original institution saying they will release you, or
- you have a government sponsor and that sponsor writes a letter saying they support your change of course.

If you are thinking about changing your course, you need to ensure that you continue to meet the conditions of your student visa. Further information about the impact of changing courses or education institutions is available on the Department Home Affairs(DOHA) website at <https://immi.homeaffairs.gov.au/change-in-situation/study-situation>

The applicant must provide a copy of their student visa and appropriate student number to the Seminar. Once this information is obtained the following steps are taken:

1. The EO accesses the student information via PRISMS, who ascertains the length of studies completed in the student's current principal course. They also use the copy of the student visa to ascertain what the principal course is and when they arrived in Australia.
2. If the student has completed more than 6 months of their principal course of study, the application process proceeds as for all off-shore students.
3. Where a student has not completed six months of their principal course of study, the EO will ascertain whether or not a release has been granted in PRISMS.
4. To support the application, the Seminar can provide the student with a 'Conditional Letter of Offer' which clearly states that an offer of a place is contingent on their obtaining a release.
5. If a release is approved the application proceeds as for all off-shore applicants.
6. If no release is obtained, the application process is halted and the student is 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.
7. 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 release is required. Evidence of this occurrence would need to be placed in the student file.

Outgoing students

The following procedure is relevant to Seminar students wishing to transfer to another education provider prior to completing six (6) months of the Advanced Diploma.

1. Students make a written request (e-mail is satisfactory) to the EO to transfer to another provider indicating the benefits of transferring from their current course of study.
2. In addition the student must provide a valid written enrolment offer from another registered provider.

The Seminar will grant the transfer request if the transfer is deemed to be in the student's best interests. Examples are-- but are not limited to-- where it has been assessed that--:

- the overseas student is unable to achieve satisfactory course progress, even after engaging with the Seminar's intervention strategy to assist the overseas student in accordance with Standard 8 (Overseas student visa requirements)
- there is evidence of compassionate or compelling circumstances
- the Seminar fails to deliver the course as outlined in the written agreement
- there is evidence that the overseas student's reasonable expectations about the Advanced Diploma is not being met
- there is evidence that the overseas student was misled by the Seminar regarding the itself or its course, and the course is therefore unsuitable to their needs and/or study objectives
- An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.

In assessing the application to transfer, the EO will check the following points:

- Ensure any outstanding fees are paid
- Ensure the student is fully aware of all issues relating to transferring of providers

Once the above points have been addressed by the EO, a release may be granted. If this occurs there will be no charge to the student. The student will also be advised of the need to contact DOHA and obtain a new visa if the course they transfer to is not a Higher Education /VET course.

The Administrator must report the student's release via PRISMS.

The decision of the appropriateness of the transfer will be made by the College and shall be given to the student in writing.

Where the transfer is not in the best interest of the student, the request to transfer to another registered provider will be refused. Reasons for refusal may include but are not limited to:

- The proposed new provider is not a CRICOS registered provider
- The welfare of the student may be compromised

If a request for release is refused, the student will be provided with written reasons for the refusal. The reasons will note the decision, the reasons for the decision, the factors taken into consideration and reflect the student's individual circumstances. The reasons for refusal will be sufficiently detailed to enable the student to make an informed decision as to whether to appeal the decision.

- The above process should not take more than one working week once the student has provided the necessary documentation
- The student will be advised of the right to appeal any decision within 20 working days of being advised of the decision
- Where an application for release is granted, the release will be provided at no cost to the student
- All requests, considerations, decisions and release information will be placed in student's file.
- The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the Seminar's refund policy included in the *Tuition Fee Policy*.