



AUSTRALIAN INSTITUTE
OF HIGHER EDUCATION

International Student Transfer Between Registered Providers Policy

Policy Category	Administration
Policy Code	ADM-HE-05
Policy owner	Chief Operating Officer
Responsible Officer	Chief Operating Officer
Approving authority	Board of Directors
Contact Officer	Registrar
Approval date	1 March 2017
Commencement date	6 March 2017
Review date	3 years
Version	2017.1
Related Documents	International Student Transfer Between Registered Providers Procedure ESOS National Code of Practice Student Complaint and Appeal Policy Student Complaint and Appeal Procedure

1. Purpose

The intent of this Policy and associated Procedure is to ensure the Australian Institute of Higher Education Pty Ltd ('the Institute') complies with the ESOS National Code of Practice with respect to restrictions on transferring international students.

2. Principles

The key principles informing this Policy and associated Procedure are:

- that the Institute will not recruit or knowingly enrol a student wishing to transfer from another registered provider prior to the student completing 6 months of their principal course of study, unless the circumstances are deemed exceptions under the National Code, and
- that the Institute will not generally agree to a request from an international student to transfer to another registered provider prior to completing 6 months of their principal course with the Institute.

3. Context

This Policy and the associated Procedure have been developed in response to the ESOS National Code of Practice, Part D, Standard 7, which restricts approved providers of courses to international students ('registered providers') from enrolling transferring students prior to the student completing 6 months of their principal course of study.

4. Scope

This Policy applies to all international students, both prospective and enrolled, of the Institute; Executive Management; the Admissions office, and the Accounts office.

5. Definitions

See the *AIH Glossary of Terms* for definitions.

6. Policy Details

6.1 Students seeking to transfer to the Institute from another registered provider prior to completing 6 months of their principal course of study

The only circumstances in which a student may be accepted for enrolment at the Institute prior to completing 6 months of their principal course of study with another registered provider are when:

- the original registered provider has issued a written letter of release;
- the original registered provider has ceased to be registered, or the course in which the student is enrolled has ceased to be registered;
- the original registered provider has had a sanction imposed on its registration by the government that prevents the student from continuing their principal course of study; or
- a government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

Note that in all circumstances, international students seeking to transfer to the Institute must comply with the Institute's ***Student Admission Policy*** and meet the course entry requirements.

6.2 Students seeking to transfer from the Institute to another registered provider prior to completing 6 months of their principal course of study

While the Institute will not generally agree to such a request, the following factors will be taken into account when making an assessment:

- whether the student requesting a transfer has a clear understanding of what the transfer represents to their study options;
- whether the student has discussed the reasons for seeking a transfer with the Executive Dean;
- whether the student has outstanding course fees owing to the Institute;
- whether the student is seeking to transfer to another registered provider only to avoid being reported to the Department of Education and Training (DET) or the Department of Immigration and Border Protection (DIBP) for failure to meet academic progress requirements.

6.3 Appeals against decisions

Enrolled international students are entitled to appeal a decision under the processes outlined in the ***Student Complaint and Appeal Policy*** and associated Procedure.

7. Legislation

This Policy and the associated Procedure comply with the ESOS National Code of Practice, Part D, Standard 7, which states:

“This standard restricts providers from enrolling transferring students prior to the student completing six months of his or her principal course of study, except for the circumstances outlined in the standard. Providers, from whom a student is seeking to transfer, are responsible for assessing the students request for transfer within the restricted period. It is expected that the student’s request will be granted where the transfer will not be to the detriment of the student.

After the first six months of the principal course no restrictions apply.”

8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Board of Directors as at March 2017 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under ‘Policies and Procedures’.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2016-2	Registrar	Updated template.	6 July 2016	6 August 2016
2017-1	Ms. McCoy	Restructured document; added box to beginning Revised/edited content	1 March 2017	6 March 2017