

TRANSFER BETWEEN PROVIDERS POLICY

RELEVANT STANDARD(S):

National Code of Practice for Providers of Education and Training to Overseas Students 2018	Standard 7 Overseas student transfers <ul style="list-style-type: none"> ▪ <i>Clause 7.1 – 7.7</i>
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PURPOSE

Tradecraft Academy adheres to the relevant requirements outlined in the National Code of Practice for Providers of Education and Training to Overseas Students 2018 for the delivery of training services to international students. This policy ensures that Tradecraft Academy will follow the requirements stated in Standard 7 for assessing requests for transfer to other providers and processing approved requests for transfer.

DEFINITIONS

The **Principal Course of Study** is the main course of study to be undertaken by an overseas student where the student visa has been issued for multiple courses and is usually the final course of study.

The **first six months** is calculated as six calendar months from the date an overseas student commences their principal course.

Active recruitment is defined by the Department of Education as the promotion by the RTO staff or agents of a course as superior to and/or cheaper than the student's current course, with the intention of encouraging the student to transfer from his or her current provider.

POLICY PRINCIPLES

Tradecraft Academy will ensure that it does not knowingly enrol an overseas student wishing to transfer from another registered provider's course prior to the overseas student completing six months of their principal course of study, except in certain circumstances as outlined in the National Code 2018.

For matters concerning transfers of learners to and from other registered providers, Tradecraft Academy adheres to the following policy principles:

Overseas Students Transfer Policy Principles

1. Tradecraft Academy may only enrol transferring learners prior to the learner completing six months in their principal course with their current provider under the following circumstances:
 - a. the current provider or the learner's principal course is no longer registered;
 - b. the current provider has been sanctioned, and its registration has been revoked;
 - c. the transfer is supported by the learner's government sponsor;
 - d. the current provider has issued a letter of release.



2. Tradecraft Academy will ensure that its education agents do not actively recruit prospective learners who have not yet completed six months of training in their principal course with their current training provider. *(see Marketing and Recruitment Policy for more information)*
3. Tradecraft Academy adheres to the guidelines and circumstances defined in this policy where transfer will be granted or refused for an overseas student. In following the guidelines, the Academy will ensure that it considers the best interest and individual circumstances of the students in order to determine whether the transfer will be detriment or advantageous to the student.
4. Tradecraft Academy records all transfer request outcomes in the Provider Registration International Student Management System (PRISMS)
5. Tradecraft Academy shall not finalise refusal to release the overseas student until the student has had an opportunity to access the complaints and appeals process within the 20 working day period, or the overseas student withdraws from the process.
6. All information regarding another provider's courses, fees, enrolment procedures, and pathways is the learner's responsibility. Tradecraft Academy is not obligated to assist the learner in this regard, except when it comes to the issuance of a letter of release.
7. Tradecraft Academy will issue a letter of release within five working days from the date of approval of the transfer request. In the event that the transfer request is refused the Academy will advise the overseas student within five working days of the outcome, together with the reasons for refusal and information regarding the overseas student's right of appeal.
8. Appeals received relating to change / transfer of provider will be directed to the Director/CEO of Tradecraft Academy. The appeal will be decided in accordance with the Complaints and Appeals Process of the Academy. *(See Complaints and Appeals Policy for more information)*
9. Refund requests in case of transfer will be considered according to the Fee Administration and Refund Policy of the Academy. *(See the Fee Administration Policy for more information)*
10. Overseas students may transfer to another provider after six months without a letter of release from Tradecraft Academy. Student visa condition 8533 requires students to notify their current provider of a change of education provider within seven days of receiving another CoE.
11. Tradecraft Academy will not finalise the overseas student's refusal status in Provider Registration International Student Management System (PRISMS) until:
 - a. any appeal against the refusal lodged by the overseas student is finalised and upholds the registered provider's decision not to release the student; or
 - b. the overseas student did not access the registered provider's complaints and appeals processes within 20 working days of being notified of the refusal; or
 - c. the overseas student withdraws their appeal against the refusal



12. Tradecraft Academy shall maintain records of overseas student transfer requests for two (2) years after the student ceases to be an accepted student. All submitted requirements (letter of offer, supporting evidence, parent shall be securely kept in the overseas student's file.
13. Tradecraft Academy will inform the student in writing in case of transfer refusal, making sure they are aware of the reason for the refusal and their right to access Tradecraft Academy's complaints and appeals process within 20 working days.

Guidelines for Granting Request for Transfer

1. The circumstances where a transfer **may be granted** by Tradecraft Academy prior to the overseas student completing six (6) calendar months of their principal course of study includes but is not limited to:
 - a. Students having special learning difficulties, identified at least four weeks after the course commencement, which cannot be accommodated by the Academy
 - b. Where the individual request is based on other circumstances which the Academy considers sufficient to approve a transfer of provider
 - c. The Academy failed to deliver the course as outlined in the written agreement
 - d. The overseas student is unable to achieve satisfactory course progress at the level they are studying, even after engaging with the Academy's intervention strategy.
 - e. There is evidence that the overseas student's reasonable expectations about their current course are not being met
 - f. There is evidence that the overseas 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
 - g. An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student
 - h. The course the student wishes to transfer to better meets the study capabilities of the student and/or better meets the long-term goals of the student
 - i. There is evidence that the overseas student is experiencing a threat to his or her physical or mental health or safety
 - j. The learner continues to fail the English language entry requirement of a course despite having already completed a period of ELICOS

- k. There is evidence of other compassionate and compelling circumstances that are beyond the control of the overseas student and which have an impact upon the course progress or wellbeing of the students. These can be, but are not limited to:
- i. serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes
 - ii. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii. major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies; or
 - iv. a traumatic experience, which could include:
 1. involvement in, or witnessing of a serious accident; or
 2. witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)
 - v. where the registered provider was unable to offer a pre-requisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol; or
 - vi. inability to begin studying on the course commencement date due to delay in receiving a student visa.

Additional circumstances may apply, but will be subject to the discretion of Tradecraft Academy

Guidelines for Refusing Request for Transfer

1. The circumstances where a transfer **will be refused** by Tradecraft Academy prior to the overseas student completing six (6) calendar months of their principal course of study includes but is not limited to:
 - a. Where the student has no valid Enrolment Offer from another CRICOS provider
 - b. Where the student's reason for transfer is lower fees or shorter completion time
 - c. Where the student has commenced studies and the Academy views that the request for transfer is a means of the student to avoid being reported to DOHA for a breach of visa condition
 - d. Where a student has breached a student visa condition(s) and has been reported to PRISMS
 - e. Where the Academy considers the request for transfer is detrimental to the student
 - f. Where the overseas student is experiencing a course scheduling conflict with a personal, work or other non-study commitments
 - g. Where the student has outstanding fees for the current study period



- h. Where a student is currently in an intervention process for unsatisfactory progress or for not meeting the course attendance requirements
- i. Where the student has been legally charged for misbehaviour or if the student is under police investigation
- j. Where the student has caused severe damage to the Academy's property
- k. Where the transfer may jeopardise the student's progression through package of courses
- l. Where the transfer is based on change of program and the said program is also offered by the Academy
- m. Where the student has not utilised the Academy's support services and/or academic resources or assistance

Additional circumstances may apply, but will be subject to the discretion of Tradecraft Academy

Incoming Students Transfer Requests

1. Students applying to enrol with Tradecraft Academy prior the completion of their six months of principal course of study must complete the application to enrol with the Academy using the International Student Enrolment Form.
2. Tradecraft Academy will assess the application where a conditional letter of offer may be issued that clearly states that an offer of a place is contingent on the overseas student obtaining a letter of release from their current provider.
3. Applications for transfer with valid letter or release where the overseas student has no outstanding fees or matters with their prior institution shall be processed by Tradecraft Academy as per the Academy's enrolment process.
4. Overseas students who fail to provide a valid letter of release will be informed by the Academy that their application for transfer cannot be processed at the time and may reactivate their application for transfer once they have a valid letter of release or when the six months period of the principal course of study has passed.
5. Tradecraft Academy shall not require a student to present a letter of release in the following circumstances:
 - a. the current provider or the learner's principal course is no longer registered;
 - b. the current provider has been sanctioned, and its registration has been revoked

Outgoing Students Transfer Requests



1. Tradecraft Academy will assess individual applications for transfer from overseas students in consideration of the student's best interest and in adherence with the guidance for granting and refusing transfer request outlined in this policy.
2. Overseas students applying for transfer shall use the **Transfer and Letter of Release Request Form** of Tradecraft Academy. Each application shall be accompanied by the following documents to be emailed to enquiries@tradecraftacademy.com.au after lodging the online form:
 - a. Letter of Offer
 - b. Statement of reasons why the student is seeking release together with other relevant supporting documentation
3. Incomplete applications will not be assessed and the seven (7) working day period for assessment of transfer request will not commence until all documentation outlined above is received.
4. Tradecraft Academy issues Letter of Release at no cost to overseas students who've been approved for transfer.
5. Tradecraft Academy advises students to continue attending classes while their transfer request is being assessed.
6. Overseas students who have been issued a letter of release in PRISMS shall be notified to contact the [Department of Home Affairs \(DOHA\)](#) to seek advice on whether a new student visa is required.

MONITORING AND IMPROVEMENT

All practices of Tradecraft Academy's transfer procedures are monitored by the Compliance Manager of Tradecraft Academy and areas for improvement identified and acted upon according to the Continuous Improvement Policy.



ANNEX

Managing Student Transfers in PRISMS

Tradecraft Academy records all transfer request outcomes in the Provider Registration International Student Management System (PRISMS) following the How To guide for recording transfer requests in PRISMS:

- [HOW TO MANAGE STUDENT TRANSFERS IN PRISMS](#)
- [PRISMS PROVIDER USERGUIDE](#)

DOHA Website

Tradecraft Academy advises students to seek advice on whether a new student visa is required upon transferring. Visit the DOHA website here: [DOHA website](#) outcomes.

VERSION CONTROL

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
16/09/2021	Document creation	360RTO Solutions	v. 1.0	Date	Date

RTO INFORMATION

Document Name	CRICOS Transfer Between Providers Policy v1.0
RTO/Company Name	Tradecraft Academy
RTO Code	46039
CRICOS Code	04157B
Manager	Compliance Manager