

Policy and Procedures for International Student Transfer Between Providers

Version 2.2



STATUS, DETAILS AND SUMMARY OF CHANGES

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VERSION CONTROL AND SUMMARY OF CHANGES

Version	Date	Description of Changes
2.2	13 / 11 / 2024	Introduction of the policy



Purpose

To provide a structured, transparent process for international students transferring to or from Apsley College, in compliance with the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*. This policy ensures that international students experience a smooth transition, with visa compliance and student welfare prioritised.

Scope

This policy applies to all international students currently enrolled at Apsley College and all staff involved in the transfer process.

Definitions

- International Student: A student on a student visa.
- Principal Course: The main course of study, usually the final course in a sequence of courses.
- Transferring Provider: The RTO from which the student is transferring.
- Receiving Provider: The RTO to which the student seeks to transfer.
- Compelling Circumstances: Situations significantly impacting the student's well-being, health, or academic performance that justify a transfer.

Policy Statement

Apsley College is dedicated to supporting international students through fair and compliant transitions between education providers. This includes ensuring visa compliance, protecting student welfare, and upholding the integrity of academic programs.

Procedures for International Student Transfer Between Providers

1. Eligibility for Transfer

- Principal Course Requirement: International students must complete at least six months of their principal course before transferring unless there are compelling or compassionate reasons.
- Compelling or Compassionate Reasons: These include medical conditions, family emergencies, significant course issues, or substantial changes impacting the student's capacity to study.
- Visa Compliance: Transfer must comply with student visa conditions as per the *National Code*.

2. Application Process for Transfer Out

- **Submission of Request:**
 - Students submit a Transfer Request Form, along with supporting documents such as medical certificates or academic records.
 - A meeting with Student Services is arranged to discuss the reasons for transfer, visa impacts, and alternative solutions.
- **Review and Decision:**
 - Apsley College evaluates the request against eligibility criteria and relevant supporting documents.
 - If valid, a Release Letter is issued within 10 business days; if denied, a written explanation and appeal information are provided.
- **Issuance of Release:**
 - Upon approval, Apsley College issues a Release Letter, along with a Statement of Attainment for completed units if applicable.
 - Apsley College updates PRISMS (Provider Registration and International Student Management System) to record the release.

3. Application Process for Transfer In

- **Submission Requirements:**
 - Prospective students submit a complete application, academic transcripts, a Letter of Release (if required), and their visa status.
- **Assessment and Offer:**
 - Apsley College evaluates course availability, academic readiness, and visa requirements. An offer letter is issued if the application is successful; otherwise, the student receives a denial with reasons.
- **Confirmation of Enrolment (CoE):**
 - Upon acceptance and payment, Apsley College issues a Confirmation of Enrolment (CoE) via PRISMS.

4. Academic and Financial Assessments

- **Academic Record Check:** Review completed units to determine eligibility for credit transfer or Recognition of Prior Learning (RPL).
- **Financial Status Verification:** Confirm that financial obligations with the previous RTO are met before issuing a Release Letter.

5. Student Welfare and Support

- **Counseling Services:** Inform students of support services, including academic guidance, health resources, and orientation.



- Visa and Legal Compliance: Educate students on visa responsibilities and ensure they understand requirements to maintain compliance.

6. Record-Keeping and Reporting

- Documentation: Retain all documents related to the transfer request and decision for at least two years.
- PRISMS Reporting: Update PRISMS for any changes in student enrolment, especially for international students, ensuring compliance with immigration regulations.

7. Appeals Process

- Appeal Submission: Students may appeal a denied transfer by submitting additional documentation within 20 working days of the decision.
- Review and Final Decision: An independent panel reviews appeals, providing a decision within 10 working days.

Responsibilities

- Student Services: Manage transfer requests, provide guidance on visa and academic impacts, and assist with documentation.
- Compliance Officer: Ensure adherence to *National Code* standards, manage PRISMS reporting, and monitor visa compliance.
- Academic Department: Evaluate credit transfers and provide academic support.

