

Transfer Provider Policy

Students transferring from another provider

The Enrolment Manager shall not knowingly enrol a student who has not completed six months of their principal course and will only enrol an international student on a student visa in specific circumstances when transferring from another provider.

This policy relates to standard 7 of the national code 2007:

Registered providers assess requests from students for a transfer between registered providers prior to the student completing six months of the principal course of study in accordance with their documented procedures.

On receipt of an application for transfer of enrolment the Deputy Principal shall:

- Ensure that the student has completed at least six months of his or her principal course of study unless:
- the original registered provider has ceased to be registered or the course has ceased to be registered on the CRICOS register.
- the original registered provider has provided a written & signed letter of release.
- the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course (written evidence of this is required), or
- any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

Letter of Release Policy

When a student seeks a letter of release the Deputy Principal shall:

- Identify the student's principal course of study.
- Provide the student with advice on PERTH COLLEGE OF BEAUTY THERAPY's procedures for applying for letter of release, including the need to complete



an application for transfer stating the reasons for which they desire to transfer their course enrolment to another provider.

- Advise the student that their request may take as long as, but will not extend past a 7-day assessment period.

Procedure where transfer is granted

- Provide a letter of release only after the student has provided a letter indicating a valid enrolment offer from another registered provider.
- Issue a letter of release at no charge to the student informing the student that they should contact DIAC for further information concerning their student visa requirements.
- Inform the student that usual study requirements must be maintained until the date detailed in the letter of release.
- Ensure that all records associated with a transfer application are filed within PERTH COLLEGE OF BEAUTY THERAPY's student records system.

Procedure where transfer is refused

The deputy Principal will refuse a transfer request where a transfer is considered detrimental to the student's academic progress.

- Provide a refusal letter with written reasons outlining the reasons why the student's request for transfer has been refused.
- Provide advice of PERTH COLLEGE OF BEAUTY THERAPY's complaints and appeals process should a release refusal letter be issued.
- Ensure that all records associated with a transfer application are filed within PERTH COLLEGE OF BEAUTY THERAPY's student records system.