



Transfer Between Registered Providers Policy & Procedure

Introduction

Australian Technical College Western Australia (ATCWA) ensures that it only accepts the enrolment of international students who are eligible for release or have completed at least six (6) months of their principal course of study. In accordance with National Code 2018, a Letter of Release is no longer required to be provided as this is now an administrative function that occurs on PRISMS once an application for release has been approved by ATCWA however approval must still be sought by the international student.

Purpose

To ensure that ATCWA assesses requests from students for a transfer between registered providers prior to the student completing six (6) months of his or her principal course of study in accordance with their documented procedures.

Scope

This policy and procedure applies to international students seeking to transfer their enrolment to ATCWA or those students seeking to transfer out of ATCWA.

Responsibilities

Student Administration, Management.

Definitions

International student means international students or intending international students on a student visa under the Migration Act 1958.



Alignment

National Code of Practice for Providers of Education and Training to Overseas Students 2018

Part B (Standard)	7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.2.1, 7.2.2.1, 7.2.2.2, 7.2.2.3, 7.2.2.4, 7.2.2.5, 7.2.2.6, 7.3.1, 7.3.2, 7.4, 7.5.1, 7.5.2, 7.6, 7.7
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Document Control

Version	Date	Author	Change Description
001	6 June 2019	ATCWA	Creation of policy
002	2 June 2020	ATCWA	Review of Policy
003	<Select date >		
004	<Select date>		

Policy Statement

ATCWA will not approve a release for any international student where fees are owing to ATCWA.

Where an international student wishes to transfer to another CRICOS registered course that is at a lower level of the Australian Qualifications Framework (AQF) than the international student's current enrolment, the international student will need to apply for a new student visa.

ATCWA will ensure that they do not knowingly enrol the student wishing to transfer from another registered provider's course prior to the student completing six (6) months of his or her principal course of study (or, for the school sector, until after the first six (6) months of the first registered school sector course) except where:

- a) The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- b) The original registered provider has had a sanction imposed on its registration by the ESOS Agency that prevents the international student from continuing their course with the registered provider;
- c) The original registered provider has provided a written letter of release and recorded the date of effect and reason for release in PRISMS; or
- d) 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.

ATCWA must have and implement its documented student transfer request and assessment policy and procedure, which is available to staff and students. The policy must be available to all staff and international students and specify:

- a) The steps for lodging a written request to transfer, including that they must provide a valid offer of enrolment from another registered provider;
- b) The circumstances in which a transfer will be granted because the transfer is in the international student's best interests, including but not limited to where ATCWA has assessed that:
 - i. The international student will be reported because they are unable to achieve satisfactory course progress at the level that they are studying, even after engaging with ATCWA's intervention strategy to assist the international student to meet the requirements of National Code 2018, Part B, Standard 8 – Overseas student visa requirements;
 - ii. There is evidence of compassionate and compelling circumstances;
 - iii. ATCWA fails to deliver the CRICOS registered course as outlined in the written agreement;
 - iv. There is reasonable evidence that the international student's reasonable expectations about their current course were not being met by ATCWA;
 - v. There is evidence that the international student was misled by ATCWA or a representative of ATCWA including its education or migration agents regarding ATCWA or the CRICOS registered course/s being offered by ATCWA and it is / they are unsuitable to the international student's needs and/or study objectives;
 - vi. An appeal (internal or external) on another matter results in a decision or recommendation to release the international student;

- c) The circumstances ATCWA considers as providing reasonable grounds for refusing the student's request; and
- d) A reasonable timeframe for assessing and replying to the student's transfer request having regard to the restriction period.

Where an international student is younger than 18 years of age, ATCWA must:

- a) Have written confirmation from the international student's parent or legal guardian confirming that they support the transfer request; and
- b) Ensure where the international student is not being cared for in Australia by a parent or suitable nominated relative, that ATCWA confirms it accepts the responsibility for approving the international student's accommodation, support and general welfare arrangements in accordance with National Code 2018, Part B, Standard 5 – Younger overseas students.

Release, if granted by ATCWA, must be provided at no cost to the international student and ATCWA must advise the international student of the need to contact the Department of Home Affairs (DHA) to seek advice on whether a new student visa is required.

Where ATCWA does not grant a release, the international student must be provided with written reasons for refusing the request and must be informed of his or her right to appeal the ATCWA's decision in accordance with Standard 10: Complaints and Appeals from the National Code 2018.

Where ATCWA refuses to issue provide a release after an application has been made by an international student and that application has been assessed by ATCWA, ATCWA must not finalise an international student's refusal status in PRISMS until an appeal finds in favour of ATCWA, or the international student has chosen not to access the complaints and appeals processes within the twenty (20) working day period, or the international student withdraws from the complaints and appeals process.

All release outcomes must be recorded in PRISMS. While a Letter of Release or other formal documentation is no longer required, it is best practice to notify the international student of the outcome of their application in writing, as well as advice that if granted, it is strongly recommended that they contact DHA to confirm if their student visa is affected.

ATCWA must maintain records of all requests from international students for a release and the assessment of, and decision regarding, the request for two (2) years after the international student has ceased to be an accepted student of ATCWA.

An international student who has completed at least six (6) months of their principal course (except for the schools sector as previously documented) does not need to apply for release but they must apply for a cancellation of their enrolment.

Further information on managing student transfers is available on PRISMS at the following URL <https://prisms.education.gov.au/Information/ShowContent.ashx?Doc=How%20To%20Manage%20Student%20Transfers%20in%20PRISMS.pdf> and at Appendix A.



ATCWA's general policy in relation to approving requests to transfer enrolment is that:

1. Provided international students meet the requirements of this policy and procedure, the release will be approved;
2. An international student is expected to provide a fully and accurately completed application to transfer or other variation as relevant to their enrolment;
3. An international student will not be approved for a release just because they have changed their mind. ATCWA provides adequate pre-enrolment information to international students as well as through their education agent network to enable international students to make an informed decision about the course that they wish to study and ATCWA itself. Where an international student can provide evidence that they believe that they have been misled or the course or ATCWA is not what they were led to believe, ATCWA will assess the application on its merits and in accordance with any evidence provided to support the application for release on these grounds;
4. Where a course is removed from any skills occupation list that could lead to a migration outcome, this will not be considered as a compassionate and compelling circumstance for a release or cancellation of enrolment;
5. Where any of the following circumstances apply, ATCWA is not likely to approve an application for release (each individual application will however be assessed on its individual merits):
 - a) A transfer may impact the international student's progression through a packaged pathway;
 - b) The international student owes fees to ATCWA;
 - c) The international student's enrolment is linked to another person's visa and the other person is the principal visa holder and they are required to relocate;
 - d) The international student states that they can no longer continue their enrolment because for example, they cannot find work to pay their fees live in Australia. International students have, in order to apply for enrolment and their student visa, confirmed that they had sufficient financial capacity to undertake the course and maintain compliance with their student visa);
 - e) The international student has only recently commenced their enrolment or only recently come to the attention of ATCWA as experiencing difficulty and ATCWA has not yet had the opportunity to implement its intervention strategies.

Procedure

Student Transfer Request

Where ATCWA is the Principal Course Provider

The international student must submit an 'Application for Release Form' via email to support@atc.wa.edu.au so that there is no dispute about when or how an application for release is submitted. Each page of the application and its supporting evidence must be numbered to ensure that there is no dispute about how many pages were submitted and '*a page has disappeared*'.

The international student must also attach a copy of a valid Letter of Offer from the proposed institution and any supportive documents such as a medical certificate, other compassionate and compelling circumstances or other evidence that meets the grounds for a release under this policy.

If a request for refund of fees also applies, the student must attach this to the application as well.

A copy of all documentation must be maintained on the international student's file for at least two (2) years after the international student ceases to be an accepted student of ATCWA.

Where ATCWA is NOT the Principal Course Provider

The international student must be referred to the principal course provider with whom the offer is packaged and the student is subject to the other provider's release policy.

Where an international student wishes to transfer between ATCWA and a related institution, and that transfer maintains the integrity of the university or principal course package, ATCWA will approve the transfer and notify the university/other provider of the change of provider in writing. A copy of such notification will also be retained within the relevant international student file. It should be noted that a cancelled Confirmation of Enrolment (CoE) is **NOT** an approval of release.

A copy of all documentation must be maintained on the international student's file for at least two (2) years after the international student ceases to be an accepted student of ATCWA.

Student Transfer Request to Enrol with ATCWA

Where six (6) months has not elapsed in the international student's principal course, the student must be referred to the principal course provider and is subject to the other provider's release policy.

If the other provider indicates it will release the international student, ATCWA will assess the application and determine if it will issue a Letter of Offer in accordance with this policy.

Any Letter of Offer that is issued to an international student in this scenario must be conditional upon the following circumstances which include, but are not limited to:

- a) The issue of a student visa that allows for the course to be completed within the expected duration; and
- b) The international student's accommodation, support and general welfare requirements are met in accordance with National Code, Part B, Standard 5 – Younger students.

Outcome of Student Transfer Request

International students will be advised of the outcome of their request within ten (10) working days of the request in writing.

Where a transfer request has been approved:

- The international student's enrolment at ATCWA will be cancelled and notification will be provided to DET and DHA of the international student's cessation of studies at ATCWA. Where relevant, cancellation fees and penalties will be applied in accordance with ATCWA's *Refund Policy*; and
- Where an International Student Transfer Request has been declined, the international student's enrolment will remain current and the international student will be advised of the reason for the refusal of the request in writing and their ability to lodge a complaint or appeal regarding the decision in accordance with the Complaints and Appeals Policy and Procedure at ATCWA.

A copy of all documentation must be maintained on the international student's file for at least two (2) years after the international student ceases to be an accepted student of ATCWA.

Concurrent Student

ATCWA may enrol student who is already studying with another provider and issue concurrent COE if, Student who is seeking to undertake additional study comply with requirements of student visa and provide declaration,

- Remain enrolled in a registered course
- Achieve satisfactory course attendance
- Progress in principal course of study

Appeal Against Student Transfer Request

Where a Student Transfer Request has not been supported, the international student can lodge an appeal in accordance with ATCWA's Complaints and Appeals Policy.



Related Documents

- Deferment, Suspension and Cancellation Policy & Procedure;
- Application for Release;
- Complaints and Appeals Policy and Procedure;
- Continuous Improvement Policy and Procedure;
- Refund Policy.

Appendix A | How to Manage Student Transfers in PRISMS



HOW TO MANAGE STUDENT TRANSFERS IN PRISMS

As of 1 January 2018, releases under Standard 7 of the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) must be recorded in PRISMS by the releasing provider.

Providers have the ability to record releases and the refusal of releases in PRISMS for any of their **transfer restricted enrolments** in a student's visa **transfer restriction period**. When a provider releases a student from their transfer restricted enrolment, it allows a new provider to enrol the student without breaching Standard 7.

View your transfer restricted enrolments

Step 1: Search for Student

- Locate the student you wish to view
- For Instruction on how to search for a Student please refer to section **Error! Reference source not found.** of the Provider user guide
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Step 2: View the student's enrolments

- Once the student has been located proceed to the 'CoE(s)' tab
- On the CoE listing, you will find a 'Release' column and a 'Transfer Restricted' column
- Transfer restricted enrolments will have a 'Y' against the corresponding column
- Enrolments no longer restricted due to a 'release' being recorded in the system will have a 'Y' against the 'Release' column

View/Edit Student [REDACTED]

Use this page to view student details and add provider specific student information. Most student details may only be added during the initial creation of a new Student / CoE. Please contact the Department of Education and Training to have any read-only details modified.

CoE Code	Course	STATUS	Mode	CoE STATUS	Principal course	Released	Transfer restricted
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Finished			Y
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Studying		Y	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	VISA Granted	Y		Y

Page 1 of 1 (from 2 rows): 1

Add CoE to Student

Figure 1 Viewing a student's CoEs

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Release a student from transfer restricted enrolment

Step 1: Search for CoE/Student

- Locate the transfer restricted CoE that you wish to release the student from
- For Instruction on how to search for a CoE please refer to section 4.27 of the Provider user guide

Step 2: Record the release

- Once the CoE has been located proceed to the 'Course Variation/Defaults' tab
- Select 'Student Release' button which will navigate you to the Student Release screen.
- Select 'Grant Student Release' when asked to 'Select if you are granting or refusing a student release'
- Select the appropriate release type
 - Provider agreed to student's release (Standard 7.1.3)
 - Government sponsor has provided written support of the change (Standard 7.1.4)
- Enter the Date of Effect
- Enter Provider Name or Provider Code (optional)
- If Release Type is 'Provider agreed to the student's release (Standard 7.1.3)', you will be provided to record the reason you are releasing the student from their enrolment
 - There is evidence of compassionate or compelling circumstances
 - An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student
 - There is evidence that the overseas student's reasonable expectations about their current course are not being met
 - The overseas student will be reported because they are unable to achieve the satisfactory course progress at the level they are studying, even after engaging with that registered provider's intervention strategy to assist the overseas student in accordance with Standard 8 (Overseas student visa requirements)
 - The registered provider fails to deliver the course as outlined in the written agreement

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- 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
- Other, comments will be required
- Click 'Save'. This will complete the release process

Student Release

Student: [REDACTED]
CoE Code: [REDACTED]

Select if you are granting or refusing a student release: Grant Student Release

Release Type: Provider agreed to the student's release (Standard)

Date of Effect: 15/12/2017

Provider Name/Provider Code if written offer (optional):

Reason:

- There is evidence of compassionate or compelling circumstances
- An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student
- There is evidence that the overseas student's reasonable expectations about their current course are not being met
- The overseas student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with that registered provider's intervention strategy to assist the overseas student in accordance with Standard 8 (Overseas student visa requirements)
- The registered provider fails to deliver the course as outlined in the written agreement
- 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
- Other

Save Cancel

Figure 2 Releasing a student under 7.1.3 of the National Code

Student Release

Student: [REDACTED]
CoE Code: [REDACTED]

Select if you are granting or refusing a student release: Grant Student Release

Release Type: Government sponsor has provided written support

Date of Effect: 15/12/2017

Provider Name/Provider Code if written offer (optional):

Save Cancel

Figure 3 Releasing a student under 7.1.4 of the National Code

Refuse a student's transfer request

Step 1: Search for CoE/Student

- Locate the transfer restricted CoE that you wish to release the student from

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- For Instruction on how to search for a CoE please refer to section 4.27 of the Provider user guide.

Step 2: Record the release refusal

- Once the CoE has been located proceed to the 'Course Variation/Defaults' tab
- Select 'Student Release' button which will navigate you to the Student Release screen
- Select 'Refuse Student Release' when asked to 'Select if you are granting or refusing a student release'
- Enter the Date of Effect
- Provide comments on why you are refusing the release
- Check that you have issued the student with the required written notice of intention of intention to refuse the release, and that appeals process has found in in favour of the registered provider, or the overseas student has chosen not to access the complaints and appeals processes within the 20 working day period, or the overseas student has withdrawn from the process
- Click 'Save'. This will complete the refusal to release

Grant or refuse the release of a student enrolment through the SCV process

After terminating a transfer restricted enrolment through a student course variation with one of the following reasons, you will be given the option to grant or refuse the release of the enrolment:

- Student Did NOT Commence Course
- Unsatisfactory attendance
- Student Left Provider (Transferred to course at another provider)
- Unsatisfactory course progress
- Deferring/Suspending student enrolment – Compassionate or compelling circumstances (*only if CoE is cancelled and new CoE isn't created*)
- Student Notified Cessation of Studies/Enrolment Cancelled
- Non-payment of fees
- Disciplinary reasons
- Deferring/suspending student enrolment – student misbehaviour (*only if CoE is cancelled and new CoE isn't created*)

You will be given the option to grant or refuse the release on the Student Course Variation screen. Clicking on the link will navigate you to the Student Release screen. Recording the release or release refusal will be as described above.

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Student Course Variation Confirmation



The Student Course Variation has been successfully saved.

If you wish to grant or refuse the student a release from this enrolment, please click [here](#).

To continue using PRISMS please select a menu option from the left of this page. When you have finished using PRISMS, please remember to select the Log

Figure 4 Option given to grant or refuse a student release after SCP

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Appendix A

Standard 7 Summary of Changes 1 January 2018

Under Standard 7 of the current National Code, providers must not knowingly enrol an overseas student seeking to transfer from another registered provider's course prior to the student completing six of months of their **principal course**. This is unless the releasing (original) provider has provided a written letter of release or other exceptional circumstances apply (i.e. cancellations, sanctions or support of change from government sponsors). There are two main changes to this Standard, introduced with the revised National Code 2018, effective as of 1 January 2018.

The first of these changes is a reduced '**restricted transfer**' period for School students, which ends after completing 6 months of their first School course (Kindergarten Studies, Primary School Studies, Junior Secondary Studies, Senior Secondary Studies), rather than 6 months of their principal course. This ensures that these students don't have to commit to taking a particular direction in their studying future so early in their pathway.

The second change to Standard 7 is the letter of release: the release will have to be recorded in PRISMS before a provider allows a student to transfer. This change allows us to know which students have been released by their providers, and conversely the providers who are transferring students without the required releases.

This second change results in a significant departure from the current PRISMS Standard 7 functionality. Currently the receiving provider is responsible for correctly identifying the provider they need a release from, or even if a letter release is required at all when attempting to transfer a student within their restricted transfer period. The receiving provider is trusted to accurately provide details of the transfer when approving the CoE, i.e. whether they've received a release letter, whether a release letter was required, etc. This has resulted in, either inadvertently or deliberately, incorrect responses being recorded.

Going forward, PRISMS will no longer rely on **receiving providers** correctly identifying whether they need releases from the releasing (original) providers, and from whom they need releases. Where a receiving provider attempts to approve a CoE for a student within their restriction period, and the new enrolment 'clashes' with one or more '**transfer restricted**' enrolments, the provider will be warned that the required releases have not been obtained and dates of the clashes will be shown. In this scenario, the student will be required to request releases from their visa pathway providers as necessary to allow their next enrolment to be approved. Visa pathway providers approving enrolments

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that clash with other visa pathway providers will not trigger the Standard 7 warning.

To avoid students being left in limbo, the provider will be able to continue to approve the CoE without obtaining the required releases. They will however be flagged as having potentially breached Standard 7 (if they do not indicate that the enrolment is a concurrent CoE or a holiday course).

Principal Course

The principal course of study is first determined at visa grant for a student. Where the visa grant is for one enrolment, then that enrolment becomes the principal course of study.

Otherwise, if the visa is granted for a package of more than one enrolment, the principal course of study is the highest AQF qualification. If there is more than one enrolment at the highest AQF level, then the principal course of study is the enrolment with the earliest proposed start date.

The student's principal course of study can be changed after visa grant. This can only be done by recording the change through a Student Course Variation (SCV); the new CoE created as part of the SCV will become the new principal course of study.

Restricted Transfer Period

The student's restricted transfer period starts from visa grant and ends 6 months from their principal course start date, 6 months from their first schools course start date, or when the visa is cancelled or ceased, whichever comes first.

The restricted transfer period changes with the principal course start date. As an example, if the principal course is postponed by a month, then the principal course start date is also extended by a month. Likewise, if the principal course is replaced with a CoE in a different course, then the restriction period also changes, if the new principal course start date is changed.

Transfer Restricted Enrolments

When a visa is granted for a student, the enrolments for which the visa is granted will be 'transfer restricted' enrolments.

Transfer restrictions can be transferred between the enrolments of the visa pathway providers. Where a transfer restricted enrolment is changed (through an SCV), then the restriction is moved from the old enrolment to the new enrolment. This does not apply for course extensions, which technically are new enrolments in PRISMS.

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Where the visa pathway providers create any new enrolments, or extend a course through an SCV, for the student under the same visa, those enrolments also become transfer restricted.

Transfer restrictions on CoEs can be removed by providers. When a provider chooses to 'release' a transfer restricted CoE, then the CoE is no longer transfer restricted. Reasons a provider may want to release an enrolment are if the provider agrees to the student's transfer request (National Code 7.1.3) or the student's government sponsor has provided written support for the transfer (National Code 7.1.4).

Providers are able to release their restricted transfer enrolments from the CoE 'Course Variation/Defaults' tab by clicking on 'Student Release'.

Alternatively, providers will can elect to release an enrolment when terminating one through an SCV for one of the following reasons:

- Student Did NOT Commence Course
- Unsatisfactory attendance
- Student Left Provider (Transferred to course at another provider)
- Unsatisfactory course progress
- Deferring/Suspending student enrolment – Compassionate or compelling circumstances (*only if CoE is cancelled and new CoE isn't created*)
- Student Notified Cessation of Studies/Enrolment Cancelled
- Non-payment of fees
- Disciplinary reasons
- Deferring/suspending student enrolment – student misbehaviour (*only if CoE is cancelled and new CoE isn't created*)

Student course variations for the following reasons will not give providers the option to release the enrolment:

- Change to CoE/Student Details
- Student Completed Course (Early)
- No longer holding student visa
- Student deceased
- Extension to same course

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- Change to different sector
- Same sector, different course – gap created at start or end of course
- Same sector, different course – gap created at the end
- Same sector, same or different course – none of the above

Transfer restrictions can also be removed automatically. If the student's visa is ceased or cancelled, or provider or course is cancelled or suspended, then all the transfer restrictions on the CoEs related to the visa are removed.

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Appendix B

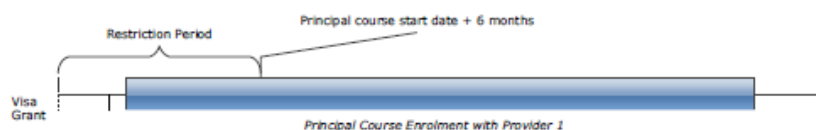
Standard 7 Scenarios

A provider should not enrol an overseas student prior to them completing six months of their principal course (or until the first six months of the first registered school sector course), except where:

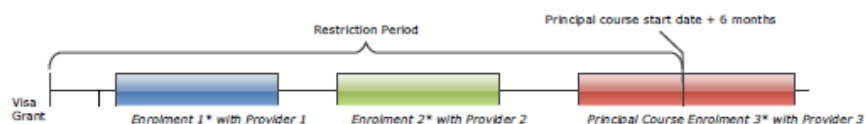
- The releasing provider has ceased to be registered
- The releasing provider has had a sanction imposed on its registration that prevents the student from continuing their studies
- The releasing registered provider has agreed to release the student and recorded the date of effect and reason for release in PRISMS
- Any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change

1. What is the principal course and the restriction period?

Scenario 1 – Provider has one enrolment



Scenario 2 – Provider has multiple enrolments



The restriction period starts from the visa grant to 6 months after the start date of the principal course, or the first schools course, whichever comes first.

Note the restriction period changes with the principal course. i.e. if the principal course start is postponed, the restriction period gets extended.

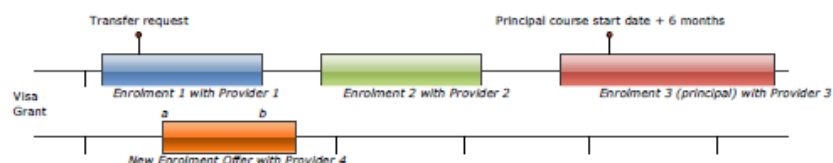
*non-schools course

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2. Transfers to other providers within restricted transfer period. Who is the releasing provider?

Scenario 3 – New enrolment clashes with one transfer restricted enrolment



The student is initially enrolled in Enrolments 1, 2 and 3. All these enrolments are transfer restricted; Enrolment 3 is the principal course.

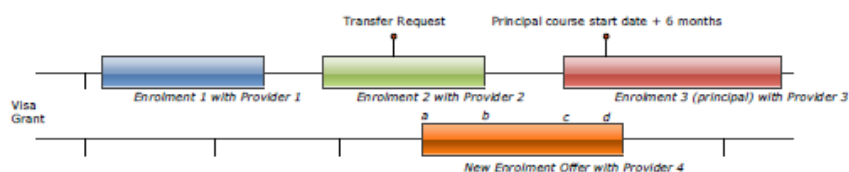
While studying with Provider 1, the student then requests to transfer to study with Provider 4 within their restricted transfer period.

Points a to b of the new enrolment with Provider 4 clashes with Enrolment 1. Provider 1 needs to release the student from Enrolment 1 to study with Provider 4.

As the new enrolment does not clash with any of the other transfer restricted enrolments within the student's restricted transfer period, the student does not need any other releases.

The student is expected to go on to study Enrolments 2 and 3.

Scenario 4 – New enrolment clashes with multiple transfer restricted enrolments



The student is initially enrolled in Enrolments 1, 2 and 3. All these enrolments are transfer restricted; Enrolment 3 is the principal course.

After completing study with Provider 1, and studying with Provider 2, the student then requests to transfer to study with Provider 4 within their transfer restricted period.

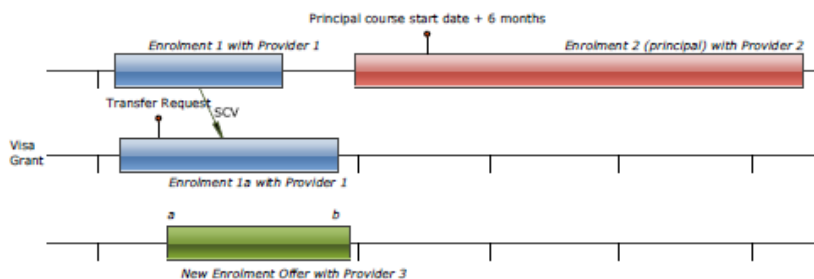
Points a to b of the new enrolment clashes with Enrolment 2. Points c to d clashes with the restricted portion of Enrolment 3 (i.e. from Enrolment 3 start date to the transfer restriction period end date). Provider 2 needs to release the student from Enrolment 2, and Provider 3 needs to release the student from Enrolment 3 for the student to study with Provider 4.

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3. Changes to visa pathway CoEs. Which CoE does the student need release from?

Scenario 5 – Visa Pathway provider changes enrolment prior to student transferring

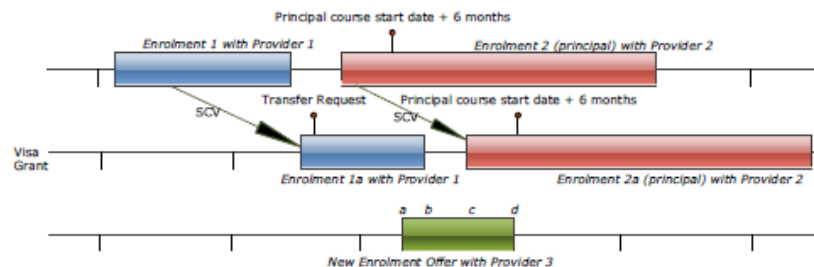


The student is initially enrolled in Enrolments 1 and 2. Both enrolments are transfer restricted, with Enrolment 2 being the principal course.

Provider 1 changes Enrolment 1 with the student to Enrolment 1a. Enrolment 1a now becomes the transfer restricted enrolment with Provider 1. Enrolment 1 is no longer transfer restricted.

The student then wishes to transfer to Provider 3 within their restricted transfer period. Points a to b of the new enrolment clashes with Enrolment 1a. Provider 1 needs to release the student from Enrolment 1a for the student to study with Provider 3.

Scenario 6 – Visa pathway providers change enrolments prior to student transfer



The student is initially enrolled in Enrolments 1 and Enrolment 2. Both enrolments are transfer restricted; Enrolment 2 is also the principal course.

Provider 1 changes Enrolment 1 to Enrolment 1a, which overlaps with Principal Course Enrolment 2. Provider 2 therefore changes Enrolment 2 through an SCV to Enrolment 2a, which starts at a later date. Enrolments 1a and 2a are the new transfer restricted enrolments; 2a is also the new Principal Course.

While studying at Enrolment 1a the student wishes to transfer to Provider 3. Points a to b of the new enrolment clashes with Enrolment 1a and points c and d clashes with 2a.

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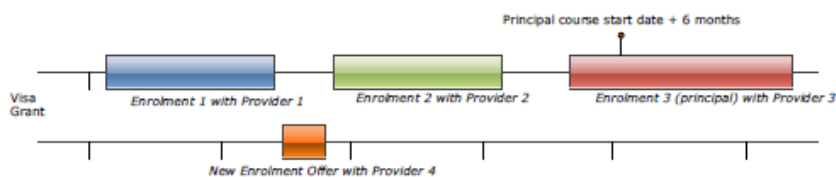
Provider 1 needs to release Enrolment 1a and Provider 2 needs to release Enrolment 2a for the student to study with Provider 3.

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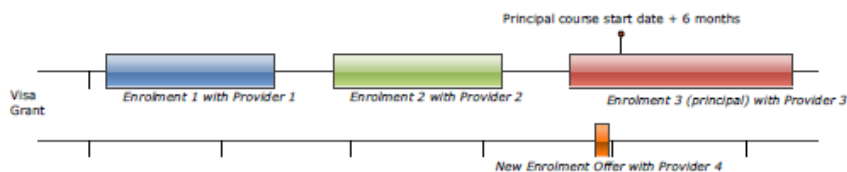
4. How can providers approve enrolments without a release (and exceptional circumstances under Standard 7 do not apply)?

Scenario 7 – No clashes



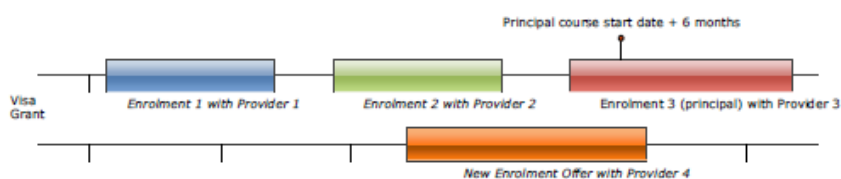
Where a new enrolment with a new provider does not clash with any transfer restricted enrolments within the student's restricted transfer period, the provider will not trigger the Standard Warning, and this will not require a release.

Scenario 8 – Short/Holiday Course



Where a short/holiday course does clash with transfer restricted enrolments within a student's restriction period, triggering the Standard 7 Warning, the provider can indicate that the course is being undertaken during the holiday period/s of the transfer restricted enrolments. Releases will not be required in these scenarios.

Scenario 9 – Concurrent enrolments



Providers can also indicate when they trigger the Standard 7 Warning that an enrolment that clashes with transfer restricted enrolments is not a transfer, but will be studied concurrently with those enrolments. Releases will not be required in these scenarios.

Scenario 10 – 'Other' scenarios

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If a provider triggers the Standard 7 Warning, and they indicate they are continuing to approve the new enrolment without the required releases for 'other' reasons, i.e. not short/holiday or concurrent enrolments, then the provider will be recorded as potentially having breached Standard 7.

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