OVERSEAS STUDENT TRANSFER BETWEEN REGISTERED PROVIDERS

Purpose
To ensure that AMPA fully complies with the Education Services for Overseas Students Act 2000 and the requirements of Standard 7 of the National Code of Practice 2007 for administering requests from overseas students holding a student visa who are seeking a transfer between registered providers.

Scope
- Overseas students holding a visa seeking to transfer within the first six months of their principal course of study
- Student administration

Policy

Students seeking to transfer from AMPA
Overseas students seeking to transfer from AMPA to another registered provider prior to the completion of the first 6 calendar months of the principal course must apply to transfer and obtain a release letter.

AMPA will issue a release letter only if:
- the course is deemed unsuitable for a student
- the course does not meet the learning and development needs
- compassionate or compelling reasons exist for the transfer

Before a release letter is issued:
- the student must present a valid letter of offer of enrolment with the receiving provider
- if the student is under the age of 18, written evidence is required that the student’s parent or legal guardian supports the transfer, and the new provider will accept responsibility for approving a student’s accommodation, support and general welfare.

AMPA will refuse to issue a release letter if the transfer would be considered detrimental to the student and circumstances for approving the grant of a release letter have not been satisfied.

AMPA will assess and respond to the application within 10 working days.

The letter of release, if granted, will be issued at no cost to the student.

Where a request for a release letter is refused, the student will be notified in writing of the reasons for the refusal and has the right to appeal the decision. The student has 20 working days in which to appeal the decision.
Students seeking to transfer to AMPA

Overseas students within the scope of this policy who seek to transfer to AMPA prior to the completion of the first 6 calendar months of their principal course will be issued with an electronic confirmation of enrolment (eCoE) only if:

- the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered, or
- the original registered provider has provided a written letter of release, or
- 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 their principal course, or
- if the student is under the age of 18, there is written evidence that the student’s parent or legal guardian supports the transfer to AMPA and has put arrangements in place for approving a student’s accommodation, support and general welfare arrangements.

Related Policy

Non-Academic Complaints and Appeals

Policy Details

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