

Standards:

This Policy and procedure relates to Standard 7- Transfer between Registered Providers- under the National Code 2007

Policy Statement:

SGSCC International will assess all incoming students transferring from another registered provider and outgoing students transferring to another registered provider, prior to the student completing 6 months of their principle course according to our policies and procedures.

Procedure:

1. Transfer Student Enrolment Procedure;
 - 1.1. On receipt of an application for transfer of enrolment the enrolling staff member shall:
 - 1.1.1. Ensure that the student has completed at least six months of his or her principal course of study unless:
 - 1.1.1.1. The original registered provider has ceased to be registered or the course has ceased to be registered.
 - 1.1.1.2. the original registered provider has provided a written letter of release.
 - 1.1.1.3. the original registered provider has a 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, 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.
 - 1.1.1.4. any government sponsor of the student deems that a transfer is in the student's best interest and supports the transfer request in writing.

2. Course Enrolment Transfer to another Provider;
When a student requests a transfer of their enrolment to another registered provider the enrolling staff member shall:
 - 2.1. Provide the student with advice on SGSCC's procedures for applying for course transfer, including the need to formalize the request in writing stating the reasons for which they desire to transfer their course enrolment to another provider.
 - 2.2. Advise the student that their request may take as long as, but will not extend past a 7-day assessment period.
 - 2.3. Refuse a transfer to another course offered by a registered provider except where reasonable circumstances or compassionate grounds can be established, such as undue hardship or sickness in the family that prevents travel to or from the course provider's location of training.
 - 2.4. Provide a letter of release only after the student has provided a letter indicating a valid enrolment offer from another registered provider.
 - 2.5. Issue a letter of release at no charge to the student informing the student that they should contact DIABP for further information concerning their student visa requirements. Refuse an application for transfer where a transfer is considered detrimental to the student's academic progress.
 - 2.6. Provide a release refusal letter with written reasons outlining the reasons why the students request for transfer has been refused.
 - 2.7. Provide advice of SGSCC's complaints and appeals process should a release refusal letter be issued.
 - 2.8. Ensure that all records associated with a transfer application are filed within SGSCC's student records system.
3. **Students under 18 years of age**
SGSCC International currently does not accept students under the age of 18.

Person Responsible:

SGSCC International Manager
SGSCC International Admin Assistant

Related Documents:

Letter Of release

<..\..\International Forms and Templates\International Letter of Release.doc>

Letter of Release Refusal

<..\..\International Forms and Templates\International Letter of Release Refusal.doc>