



Policies and Procedures

INTERNATIONAL STUDENT TRANSFER BETWEEN PROVIDERS POLICY AND PROCEDURE

Policy Purpose

The National Code 2007 restricts RTOs (Registered Training Organisations) that provide courses to international students from transferring students prior to the student completing 6 months of their principal course of study.

This policy is designed to ensure that Bedford College does not enrol any transferring international student prior to 6 months of their principal course being completed, unless that student has a valid letter of release agreeing to such a transfer, or if other specific conditions are met. This policy also details the procedures for assessing applications to transfer from Bedford College to another registered training organisation within the initial 6 months of a student's principal course

Students seeking to transfer from another college

Bedford College will not recruit or knowingly enrol a student wishing to transfer from another registered training organisation prior to the student completing 6 months of their principal course of study except in the following circumstances:

- the original registered training organisation has provided a written letter of release;
- the original registered training organisation has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- the original registered training organisation has had a sanction imposed on its registration by the government that prevents the student from continuing their principal course of study.

Procedure

Where an international student seeks to transfer from another registered training organisation before they have completed 6 months of their principal course of study the following procedure will apply:

1. Bedford College receives an application from a student who is on-shore and is currently undertaking study at another registered training organisation.
2. Utilising information from the student's passport, including their study visa and the date the student arrived in Australia, Bedford College will determine if the student has completed 6 months of their principal course of study with the other registered training organisation.
3. If the student has completed 6 months study in their principal course of study, the application process proceeds as for all other on-shore international student applications.
4. If the student has not completed 6 months study in their principal course of study they are required to provide a letter of release from the registered training organisation they are currently studying with.

Bedford College will provide the student with a 'conditional' letter of offer which clearly states that an offer of a place is contingent on their obtaining a letter of release from the registered training organisation that they are currently studying with.

5. Once a letter of release is received from the original provider, the application proceeds as for all other on-shore international student applications.
7. If the student does not provide a letter of release, the application process will be put on hold and the student informed that they are unable to transfer at this time. The student will be invited to re-activate their application when they have completed 6 months in their principal course of study.

8. In the circumstances where the original institution or course has ceased to be registered, or sanctions have been placed on the original institution by the Australian government which do not allow the student to continue with the course, no letter of release is required.

Students seeking to transfer from Bedford College to another RTO

Bedford College will generally agree to a request from an international student to transfer to another registered training organisation prior to completing 6 months of their principal course with Bedford; however in assessing such a request the following factors will be taken into account:

- the student requesting a transfer does not have a clear understanding of what the transfer represents to their study options;
- the student has not made an attempt to discuss the reasons for seeking a transfer with the Course Coordinator;
- the student has outstanding course fees owing to Bedford College;
- it is suspected that the student is seeking to transfer to another registered training organisation only to avoid being reported to DEEWR (Department of Education, Employment and Workplace Relations) for failure to meet academic progress requirements.

Where it is assessed that one of the above factors applies, the student's request for a letter of release may be refused.

In the circumstance that Bedford College does not grant a letter of release, the student will be provided with the reasons for refusing the request in writing and will be informed of their right to appeal the decision through Bedford's grievance handling procedures.

Where a letter of release is granted it will be issued to the student at no cost and will advise the student of the need to contact DIAC (Department of Immigration and Citizenship) to seek advice on whether a new student visa is required.

Students will be advised of the outcome of the assessment of their request within 5 working days of the request being submitted.

Bedford College will maintain records of all requests from students for a letter of release and the assessment of and decision regarding the request on the student's file.

Procedure:

The following procedure applies to international students wishing to transfer from BEDFORD COLLEGE to another registered training organisation within 6 months of commencement of their principal course of study:

1. The international student will present, in person, to the Registrar and provide a written request that they wish to transfer from Bedford College to another registered training organisation. The Registrar will arrange an exit interview where the student will provide an original copy of a valid letter of offer from the registered training organisation to which the student wishes to transfer.
2. The Registrar will check the financial status of the student to determine if there are fees owing or if the student is entitled to a refund under Bedford's refund policy. The Registrar will advise the student if there are any fees owing and discuss how payment will be settled or, if a refund is due, how much will be refunded and when. The Registrar will also check to see if there are any books or other items on loan to the student and make arrangements for their return.
3. During the exit interview the Registrar will:
 - discuss the reasons for the student wishing to transfer to another registered training organisation;
 - sight the original letter of offer from the registered training organisation that the student wishes to transfer to;
 - make a copy of the letter of offer.
4. Following the exit interview the Registrar will make an assessment of the student's request for a transfer to another registered training organisation taking into account the factors mentioned above and come to a decision on whether to provide the student with a letter of release.

5. If the Registrar agrees to the student's request for a transfer to another registered training organisation they will advise the student in writing within 5 working days that a letter of release is available from the administration office. The letter of release will be provided to the student at no charge and will advise the student of the need to contact DIAC to seek advice on whether a new visa is required.
6. The student must, if applicable, pay any outstanding fees or return any books or equipment before receiving the letter of release.
7. If the Registrar denies the student's request for a transfer to another registered training organisation, the student will be provided with reasons for refusing the request in writing within 5 working days and will be informed of their right to appeal the decision through Bedford's grievance handling procedures.
8. The request for transfer to another registered training organisation, a copy of the letter of offer from the other registered training organisation, a copy of the written advice to the student of the decision and, if granted, a copy of the letter of release will be placed on the student's file.
9. The Registrar will advise DEEWR/DIAC through PRISMS that the student has transferred to another registered training organisation.
10. The Registrar will ensure that the following tasks are undertaken:
 - an Academic Transcript is prepared for the transferring student, if applicable;
 - e-mail all relevant personnel advising them that the student has withdrawn from the course so that records can be updated, the student's computer access and e-mail account are deactivated.
11. Letters of release will always be provided when, or if:
 - Bedford College registration or accreditation has been revoked;
 - sanctions imposed on Bedford College by the government prevent the student from continuing in the course.

Please Note:

International students seeking to transfer to Bedford College must comply with Bedford College course entry requirements.