



KEYSTONE COLLEGE
OF BUSINESS & TECHNOLOGY

Transfer Request Assessment Policy

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Purpose:

This policy and related procedure in accordance with the ESOS National Code relates to transferring to another provider (**Standard 7 – Part D**)

Scope

In accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, KCBT will not knowingly enrol a student transferring from another education provider prior to the student completing six months of their principal course.

A student may apply to transfer to another provider after they have completed six months of their principal course. In the case of a package of courses for example, Cert IV, Diploma and finally Advanced Diploma, the principal course is the highest course – the Advanced Diploma.

The only exceptions are the circumstances outlined in Standard 7.1.

Procedure

The Student Transfer Policy and Procedure has been developed primarily to cater for international students holding a student visa and outlines the process with regard transfer between providers.

Noting that we require the transferring student to complete the Course Variation Form and provide supporting evidence.

Student requesting to transfer into KCBT

Application Process

Student wishing to transfer to KCBT from another college must provide the supporting documents with their initial application.

It is an Australian regulatory requirement that students must complete six months of their “principal course of study” before changing or transferring between providers. KCBT will not knowingly enrol the student wishing to transfer from another registered provider’s course prior to the student completing six months of his or her principal course of study except where:

The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;

- the original registered provider has provided a written 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, 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.

KCBT will not seek to enrol a student who has not yet completed six months of their principal course of study with another registered provider.

Conditional Offer

In some cases, a student may not have completed six months of their principal course but may still wish to transfer to KCBT. In this circumstance KCBT will provide the student with a conditional offer letter which clearly details that the letter is only a conditional offer letter contingent on student providing a Letter of Release from their current college. Once the student has provided Letter of Release from their current provider, it will be validated by the Enrolment Officer.

Enrolment

Once the transfer has been approved, the Enrolment Officer will complete the final enrolment documentation and update PRISMS with student data creating the COE.

Responsibilities & Action

The Enrolment Officer and CEO is responsible for assessing applications for transfer and approving or not approving.



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Transferring from KCBT

Students wishing to transfer to another provide prior to completing six (6) months of their principal course and requesting a letter of release must firstly access this policy to ensure they are aware of the requirements for release and then complete the Course Variation form and attach the letter of offer from other registered provider and/or other supporting documentation

Application Process

The application and supporting evidence will be assessed in accordance with KCBT student transfer policy. Should the documentation be assessed as a valid enrolment offer in line with KCBT policy and National Code Standards, in circumstances where KCBT will grant the student a letter of release – it will include the date of transfer and end of KCBT responsibility for the student.

The student will formally acknowledge KCBT decision and acceptance of release on the release letter.

KCBT will formally notify student of the date it will be cancel their CoE via PRISMS and would inform student that they should contact DEPARTMENT OF HOME AFFAIRS to advise of the change in registered provider, as this may affect their student visa.

A letter of release, if granted, is issued at no cost to student

The letter of release will include the following statements:

- KCBT acknowledges that it has informed the student that from the date of this 'Letter of Release' that it no longer is the provider of the principal course of study for the student as identified within the Student Visa.
- KCBT will be notifying the DEPARTMENT OF HOME AFFAIRS of this change by terminating the student's CoE via PRISMS.
- The Student is advised to contact the DEPARTMENT OF HOME AFFAIRS to seek advice if a new student visa is required.



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Students enrolled with KCBT, and who have not yet completed six months of their principal course of study will not be authorised to transfer to another registered provider unless it is deemed by KCBT management to be detrimental to the student to remain at KCBT.

A student Application to transfer will be judged detrimental to the student where:

- Student has not provided a letter of offer from another provider
- Documentation is either inaccurate, incomplete
- Transfer to a lower level of study
- Work commitments have been provided as a reason
- Travel to and from campus has been provided as a reason
- The student is using the release as a means to avoid being reported to DEPARTMENT OF HOME AFFAIRS for failure to meet college requirements
- Student does not want to study enrolled course anymore
- There is a lack of sufficient documentation in support of their claim for compelling or exceptional circumstances
- Increased tuition cost, particularly in cases where deposit paid in advance to KCBT are non-refundable
- Increased duration of studies in Australia
- Insufficient preparation for further studies
- Qualifications not recognized by Higher Education Providers as satisfying their entry requirements
- Level of support services provided at new provider not equivalent
- Transfer would jeopardize student's progression through a package of courses
- Within 6 months of course beginning student's may be experiencing homesickness and transfer to another provider is not likely to overcome this problem
- The student has outstanding fees owing to KCBT

Students who have not yet completed six months of study of their principal course may still request a transfer for consideration. Students who apply for release will be assessed by the CEO.



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Complaints and Appeals

In the event that KCBT does not allow a release, KCBT will provide formal reason for decision and the student has the right to access college's complaints and appeal process at little or no cost to student.

Applications for transfer

- Be in writing;
- Relate to and provide details about the student's individual circumstances;
- Provide details as to the reasons why the application should be approved.

Associated documents

- Course Variation Form
- Letter of Offer Conditional
- Letter of Offer
- Complaints and Appeals Policy
- Letter of Release within 6 Months
- Communication of Refusal for Release