

# Overseas Student Transfers Procedure

V1.8 August 2024

## Preamble

This procedure is consistent with the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

## Purpose

This procedure outlines the process for assessing the request from overseas students to transfer to other registered providers within the first six months of the principal course or La Trobe College Australia assessing applicants who are enrolled with another registered provider within the first six months of the principal course.

## Scope

The policy relates to students studying in Australia on an overseas student visa.

## Procedure

Students transferring to La Trobe College Australia from another registered provider

1. La Trobe College Australia will not admit students requesting to transfer from another registered provider prior to the student completing six (6) months their principal course, except in the following circumstances:
  - The releasing registered provider has ceased to be registered or the course in which the student is enrolled ceased to be registered;
  - **The releasing registered provider approved the student's release and recorded the release date and reason for release in PRISMS;**
  - The releasing registered provider has had a sanction imposed on its registration by the ESOS agency which prevents the student from continuing his or her principal course; or
  - **A Government sponsor of the student considers the change to be in the student's best interest and has provided a written support and approval for that change.**
2. La Trobe College Australia will only assess an application from a student transferring from another registered provider if a written confirmation from another principal provider or evidence of the transfer approval is evident in PRISMS.

Student requesting a release from La Trobe College Australia to transfer to another provider

1. La Trobe College Australia will only assess an application for a letter of release if the following are provided:
  - A valid letter of offer from another CRICOS registered provider;
  - A completed *Request for Release* application form;
  - Supporting documentation demonstrating extreme exceptional personal circumstances;
2. **Where the student is under 18, the student's parent or legal guardian must sign the *Request for Release* application to support the transfer or, if the student is not being cared for in Australia by a parent or legal guardian, the valid letter of offer confirms that the registered provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements.**

3. Where a government sponsor of the overseas student considers the change to be in the **overseas student's best interests, the written support for the change must be provided.**
4. A continuing student requesting a release letter must complete the *Request for Release* application and make an appointment at La Trobe College Australia reception for an interview with the Student Counsellor before submitting the form to La Trobe College Australia reception.
5. An overseas student is also required to apply to La Trobe University for a letter of release if La Trobe University is the provider of the principal course.

#### Release from La Trobe College Australia to transfer to another provider

1. All enabling circumstances will be assessed by a Student & Academic Support Officer. An outcome will be advised in writing within 10 working days from the receipt of a completed *Request for Release* application and the relevant supporting documentation. In an event that more supporting document or evidence, is required in order to assess the application, the student will be contacted that the outcome may take more than 10 working days.
2. An application to transfer to another registered provider will be assessed according to the Overseas Student Transfers Policy.
3. The Student & Academic Support Officer will advise students the outcome of the decision on the application.
4. If the **release approved, release approved will be recorded against the student's Confirmation of Enrolment(s) (COEs)** in the Provider Registration and International Student Management System (PRISMS) and the outcome will be sent to the student via the **student's personal** email and student email with the advice for the student to contact the Department of Home Affairs (Immigration) to seek advice on whether a new visa is required.
5. Where an application for a letter of release has been denied, the outcome and written reasons for refusing the request will be approved by College Director and Principal and will be provided to the student via the student's personal email and/or student email. Advice will also be given to students of their eligibility to access the La Trobe College Australia appeals **process within 20 working days. A student's release refusal will only be recorded in PRISMS** at the completion of all appeals, internal and external or if the student chose not to access the appeals processes or, if the student withdraws their request for their release appeal application.

#### Record Keeping

La Trobe College Australia will maintain records for two (2) years of all requests from students for a **letter of release and the assessment of, and decision regarding the request on the student's file.**

#### Refunds

If a student has been granted a release, he or she is subject to the conditions of the La Trobe College Australia Refund Policy which can be found on the La Trobe College Australia website: [www.latrobe.edu.au/policies-and-procedures](http://www.latrobe.edu.au/policies-and-procedures)

Procedure Title	Transfer between Providers Procedure	
Procedure Owners	Quality, Risk and Compliance Manager	
Key Stakeholders		
Approval Body	LTM Executive Committee	June 6 2013
	LTM Executive Committee	November 12 2014
	LTM Executive Committee	August 16 2017
	LTCA Executive Committee	March 7 2019
	LTCA Senior Management Team	October 2022
	LTCA Senior Management Team	August 2024
Relevant Legislation	ESOS Act, 2000 National Code 2007	
Related Policies	Transfer between Providers Policy	
Related Guidelines		
File information	File number	Version number V1.8
Date Effective	May 24 2013	Next Review Date August 2026