



INTERNATIONAL STUDENT TRANSFER (BETWEEN REGISTERED PROVIDERS) POLICY & PROCEDURE

RESPONSIBLE for:

- Ensuring Compliance:** Chief executive Officer/ Quality Management Committee
- Directly Responsible:** The Student Support Officer
- Adhering to Policy:** All Melbourne Institute of Technology and Training Personnel

GOVERNING STANDARDS

Commonwealth legislation (information may not be limited only to this legislation)

- ESOS Act 2000

The standard that governs this Policy and Procedure is the National Code Standard 7

PURPOSE

The purpose of this policy and procedure is to address Standard 7 of the revised National Code 2007 transfer between registered providers and to provide Procedure for students and staff in relation to Applications for Transfer between Registered Providers.

Definitions

Application for Transfer
Between Registered
Providers

*An application by a Student for Transfer Between
Registered Providers (release).*

Detrimental to the student

- *The proposed transfer will jeopardize the student's progression through a package of courses;*
- *The student has been enrolled for less than 2 months and has not accessed the student support services that were offered to the student.*

“Compassionate or Compelling” circumstances

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These are circumstances generally beyond control of the overseas student and which have an impact on the student's course progress or well-being. They include, but are not limited to:

- **serious illness or injury, and where the medical certificate states that the student was unable to attend classes,**
- **bereavement of close family member (student should produce a death certificate),**
- **major political upheaval or natural disaster in the student's home country requiring emergency travel and this has impacted on the student's studies,**
- **a traumatic experience, such as, witnessing or being involved in a serious accident or crime,**
- **where MITT was unable to offer a pre-requisite unit, or the student has failed a pre-requisite unit**

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STATEMENT

1. Under Standard 7 of the National Code 2007, Registered Providers must not knowingly enrol a Student wishing to transfer from another Registered Provider's Course prior to the Student completing six calendar months of his/her Principal Course of study, except in limited circumstances as outlined in this policy.
2. MITT will determine the circumstances in which it will provide or refuse to provide a Release Letter. Where a Student requests a transfer within the period of six months of commencement of their Principal Course the SSO will assess the request for transfer against this policy.
3. Students must co-operate with the SSO and attend any appointments scheduled for them including in respect of support services provided by MITT.
4. Applying to Transfer between Registered Providers does not affect the requirement to attend their regular classes. Non- attendance will not assist a student in being granted a letter of release.
5. No Release Letter is required where:
 - I. The student has completed at least 6 calendar months study in his or her principal course; or
 - II. MITT has ceased to be registered or the course in which the student is enrolled has ceased to be registered; or
 - III. MITT has a sanction imposed on it that prevents the student from continuing his or her principal course.
6. A student who wishes to apply to transfer to another provider prior to the completion of the first 6 months of the Student's Principal Course at MITT must complete the Request for Letter of Release form. The form is available on the Website and at Level 2/29 Cameron Street, Brunswick, Victoria or any other MITT administration office. A Letter of Release will not be granted if the student does not have a valid enrolment offer from another RTO.
7. MITT will grant a Letter of Release if the student has provided a valid Letter of Offer from another Provider and it is in the student's best interest to grant the Letter of Release. MITT understands that international students should be given a choice as to their educational opportunities and that, generally, will grant a Letter of Release. It is generally in the best interest of the student to grant a Letter of Release where, for example---
 - a. the proposed course better meets the study capabilities of the student.
 - b. the proposed course better meets the long term goals of the student, whether they relate to future work, education or personal aspirations.
 - c. if the student wishes to change the course in order to get access to greater support.
 - d. if the student reasonably claims that his or her reasonable expectations about the current course is not being met.
8. Notwithstanding that the requirements of paragraph 7 above are satisfied, no Letter of Release will be granted where the student has outstanding debts to MITT. If any debt is paid after the decision was made not to grant the Letter of Release; then, MITT will grant the letter of Release if requested by the student, and if it is considered t to be in the best interest of the student.
9. A Letter of Release will generally be granted where—
 - a. the student can provide evidence that he or she was misled by MITT or by an education or migration agent regarding MITT, or its courses, and which constitutes a breach of the ESOS Act.
 - b. an appeal (whether internal or external) on a matter that may reasonably result in the student wishing to seek a transfer. It would be generally be in the best interest of the student to be granted a Letter of Release where the basis for applying comes with the definition of detrimental to the student.
10. Any request for a Letter of Release will be processed within 2 weeks from the date of the application for the Letter of Release.
11. There are no charges for providing a letter of release.
12. If the application of the Letter of Release is refused the student will be provided with written reasons for refusing the letter and will be advised of his or her right to appeal the decision in accordance with the Complaints and Appeals Policies of the College.
13. MITT will not finalise the student's refusal status in PRISMS until any appeal has upheld the decision of MITT to refuse to grant a Letter of Release, or if the student did not appeal or withdrew his or her appeal.

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14. MITT will record all transfer request outcomes in PRISMS.

15. Enrolling a transferring student:

- I. MITT will not knowingly enrol a 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.*

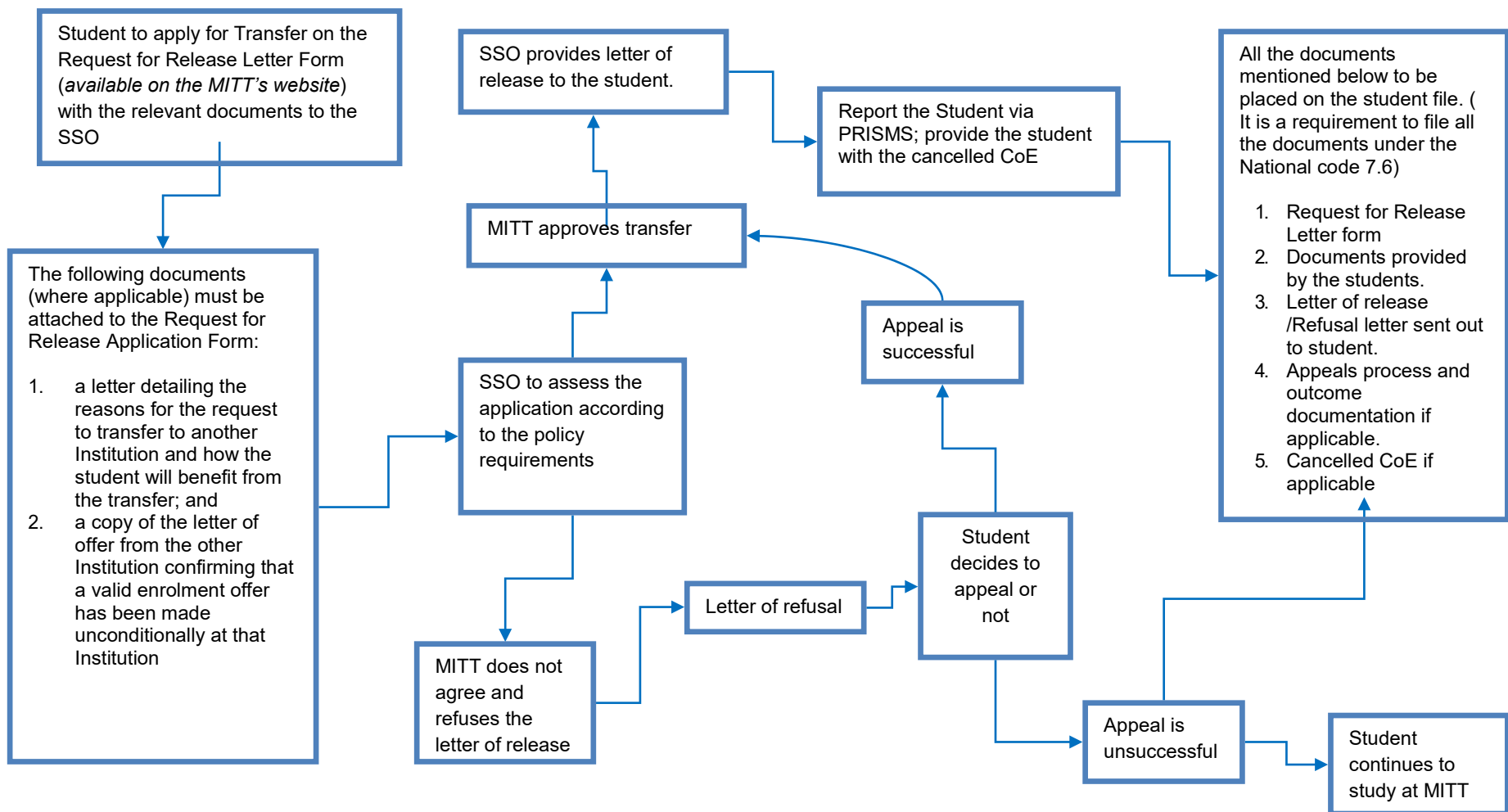
- II. In the event that MITT knowingly enrolls a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study documentary evidence of at least one of the four conditions listed above must be obtained and placed in the transferring student's file.

- III. MITT will not seek to enrol a student who has not yet completed six months of their principal course of study with another registered provider unless the requirements of the National Code are met and then only in accordance with this procedure.

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Student Transfer (Transfer between Registered Providers Procedure)



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