

Monash University Policy

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| Policy Title | International Student Transfer between Registered Providers Policy |
| Date Effective | 06-August-2014 |
| Review Date | 06-August-2017 |
| Policy Owner | Education Business Services |
| Category | Academic Quality and Standards |
| Version Number | 2.0 |
| Content Enquiries | policy-education@monash.edu |
| Scope | <ul style="list-style-type: none"> • International students holding a student visa seeking to transfer within the first 6 months of their principal course of study • Organisational units with responsibility for approving and refusing and or processing transfer requests for students who hold a student visa: <ul style="list-style-type: none"> • Faculties • Monash Institute of Graduate Research (MIGR) • Student Admissions • Monash Connect |
| Purpose | To ensure that the University fully complies with the Education Services for Overseas Students Act 2000 and the requirements of Standard 7 of the National Code of Practice 2007 for administering requests from international students holding a student visa seeking a transfer between registered providers. |
| POLICY STATEMENT | |

Student seeking to transfer from Monash University

International students seeking to transfer from Monash University to another registered provider prior to completion of the first 6 calendar months of their principal course must seek approval to transfer and obtain a Release letter.

Monash University will issue a Release letter only if:

1. A course is academically unsuitable for a student - e.g. where a student is better suited to a different learning environment or the course does not meet <his/her> educational or developmental needs or
2. Compassionate or compelling reasons for the transfer exist

As required by ESOS NC07, S7.3, before the Release letter is issued:

1. the student must present a valid letter of offer of enrolment with the receiving provider
2. if the student is under the age of 18, written evidence is required that the
 - student's parent or legal guardian supports the transfer
 - new provider will accept responsibility for approving a student's accommodation, support and general welfare.

In accordance with ESOS NC07, S7.2 (b), Monash University will refuse the issue of a Release letter if the transfer would be considered detrimental to the student and the circumstances for approving the grant of a Release letter have not been satisfied. A student who has unpaid course fees for the current study period will be refused the issue of a Release letter. Factors that would be considered detrimental to the student include:

- a transfer would jeopardise a student's progress through a package of courses
- a student requires or has access to particular support services that will not be delivered by the receiving provider or accessible by the student following the transfer.

The university will assess and respond to the application within 10 working days.

Students seeking to transfer to Monash University

International students within the scope of this policy who seek to transfer to Monash University prior to completion of the first 6 calendar months of their principal course, will be issued with a CoE only if:

1. The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
2. The original registered provider has provided a written letter of release;
3. 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
4. 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; and
5. If the student is under the age of 18, there is written evidence that the student's parent or legal guardian supports the transfer and Monash has put arrangements in place for approving a student's accommodation, support and general welfare arrangements as per S5.

ESOS NC07, S5 requires that where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, registered providers ensure the arrangements made to protect the personal safety and social well-being of those students are appropriate.

ESOS NC07, S7 states that the letter of release, if granted, must be issued at no cost to the student. Where a request for a letter of release is refused, the student must be advised in writing of the reasons for the refusal and of the right to appeal the decision. Records of all requests for letters of release, the assessment of the application and decision will be maintained on the University Records Management System using, for example, UniCRM, TRIM or Callista.

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| Supporting Procedures | International Student Transfer between Registered Providers Procedures |
| Responsibility for implementation | Faculties Monash Institute of Graduate Research (MIGR) Student Admissions Monash Connect ESOS Advisory Group |
| Status | Revised |
| Approval Body | Name: Academic Board Meeting: 4/14 Date: 06-August-2014 Agenda item: 11.2 |
| Endorsement Body | Name: Coursework Admissions and Programs Committee Meeting: 4/14 Date: 16-July-2014 |

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| | Agenda item: 8.1 |
| Definitions | <p>Compassionate: Family, medical or ‘well-being’ reasons for supporting a transfer.</p> <p>Compelling: Circumstances that are generally beyond the control of the student, which affect their course progress or well-being.</p> <p>CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students.</p> <p>Current Study Period: The study period in which the student applies for a letter of release or the previous study period if the application is made during the holidays.</p> <p>Enrolled: Where a student has been issued with a CoE to confirm acceptance by the registered provider and is occupying a place in the CRICOS registered course for which the student was accepted and is progressing towards completion of course requirements.</p> <p>ESOS: Education Services for Overseas Students Act 2000 (ESOS Act).</p> <p>Original provider: Education provider from whom a student is seeking to transfer</p> <p>Government Sponsored: An Australian or foreign Government sponsored student for study in Australia.</p> <p>Principal course of study: As defined in the National Code of Practice 2007, the main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses.</p> <p>Receiving provider: The provider with whom the student is intending to enrol.</p> <p>Release letter: A letter authorising a student to be released from one provider so that they are able to enrol with another provider.</p> <p>Student Visa: A visa described in the Migration Regulations 1994 as a Student (Temporary) (Class TU) visa, other than such a visa for: a) a person who satisfies the secondary criteria, but not the primary criteria, under those Regulations for the grant of the visa; or b) an exchange student or Australian Awards student within the meaning of those Regulations; or c) an overseas student who has been approved by the Minister for Defence to undertake a course of study or training under a scholarship scheme or training program approved by the Minister for Defence; or d) an overseas student who has been approved under another scholarship scheme, or an exchange scheme, sponsored by the Commonwealth to undertake a course of study or training in Australia.</p> <p>Transfer between registered providers: An international student who applies to transfer to or from another CRICOS registered provider.</p> <p>Working days: Any day other than a weekend, public holiday or day when the university is closed for business.</p> |
| Legislation Mandating Compliance | National Code of Practice, Standard 5 and 7 ESOS Act 2000 |
| Related Policies | Academic and Administrative Complaints and Grievances Policy Complaints and Grievances of Coursework Students Procedures |
| Related Documents | Student Release letter approval Student Release letter refusal |