

Transfer of Students from Another Provider

Purpose

The purpose of this policy and these procedures is to address Standard 7 of the National Code 2007 “Transfer Between Registered Providers”.

Responsibility

The Student Administration Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements. Please contact admissions@eprimus.com.au for assistance.

Requirements

The Institute will not actively recruit students where the recruitment would conflict with the requirements of this procedure and/or Standard 7 of the National Code.

The Institute will not charge the student any fees for issuing a Letter of Release.

The Institute is restricted from enrolling transferred students in the first six months of their principal course of study, except in accordance with Standard 7 of Part D of the National Code.

If a Letter of Release is refused by the Institute, a student may appeal the provider’s decision.

Method

1.1 Letter of Release

Students should apply for a Letter of Release on the appropriate form.

Applications for a Letter of Release will be considered by the Student Administration Manager and responded to within 14 days of being received by the Institute.

A Letter of Release will be granted in accordance with this procedure and only if the student can provide written confirmation that a valid enrolment offer has been made by another registered provider.

A Letter of Release will normally be granted in either of the following situations:

- Primus English is unable to continue to provide the course
- The student can demonstrate that they are experiencing threat to physical or mental health or safety by remaining at the Institute and can demonstrate clearly how this will be alleviated through a transfer.

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A Letter of Release will normally not be granted in the following situations:

- The student does not satisfy any of the situations which normally lead to a Letter of Release being granted
- The proposed transfer will jeopardize the student's progression through a package of courses
- The student cannot provide a letter from another registered provider confirming that a valid enrolment offer has been made.
- If a Letter of Release is refused, reasons for the refusal will be documented in writing and the student will be informed of his or her rights of appeal using the Institute's Complaints and Appeals Procedure.
- A copy of the student's Letter of Release application and a copy of the response letter given to the student by the Institute must be placed in the student's file.

1.2 Enrolling a Transferring Student

Primus English will not knowingly enroll a student wishing to transfer from another registered provider prior to the student completing six months of his or her principal course of study, except where:

- a. Another registered provider has ceased to be registered, or the course in which the student is enrolled has ceased to be registered
- b. Another registered provider has provided a written Letter of Release or cancel CoE
- c. Another 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
- d. Any government sponsor of the student considers the change to be in the student's best interests and has provided written support for that change.

In the event that Primus English 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, documented evidence of at least one of the four conditions listed above must be obtained and placed in the transferring student's file.

Primus English 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.

If applicable, applicants transferring from another provider may apply for Credit Transfer using Primus English's standard Credit Transfer process.

Reference: Standard 7 (The National Code 2007)

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