

## **POLICY GOVERNING TRANSFER BETWEEN REGISTERED PROVIDERS**

### **As the receiving provider:**

The Sydney College of Divinity will only admit into a registered course an overseas student who has completed another relevant course if the SCD is satisfied that the student:-

- had demonstrated a commitment to study in the previous course and
- had paid all fees required for the previous course.

The SCD may request permission from the prospective student to seek information regarding their commitment and payment history from the student's previous educational institution. If the SCD is satisfied with the responses received, the student will be admitted into the respective course.

If an overseas student has not yet completed six months of their principal course of study at another institution, the SCD will only admit them if:

- 1) a letter of release is obtained from the original registered provider; OR
- 2) the original provider or course ceases to be registered; OR
- 3) the original provider has a sanction imposed that prevents the student from continuing in his or her course; OR
- 4) any government sponsor of the student considers the change to be in the student's best interest and provides written support for such change.

### **As the releasing provider:**

If a student has completed less than six months of study with the SCD in their principal course the SCD will provide the student with a letter of release, provided that:

- 1) The student does not have fees owing for the current or previous study period;  
AND
- 2) The student has provided the SCD with a letter from another registered provider confirming that a valid enrolment offer has been made.

Requests for a letter of release will be assessed and a reply given within 14 days of the request being made.

If the conditions above are not met, or it is considered that the issuing of a letter of release is detrimental to the student, the SCD will refuse to provide a letter of release. In this case the student will be given a letter setting out the reason for such refusal and informing the student of his or her right to appeal the SCD's decision, in accordance with Standard 8 of the National Code 2007.

If the SCD provides a letter of release, there will be no cost to the student and it will include advice to the student to contact the Department of Immigration and Border Protection (DIBP) to seek advice on whether a new student visa is required.

The SCD will maintain records of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the students file.