

## **TRANSFER BETWEEN REGISTERED PROVIDERS POLICY**

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

The Sydney College of Divinity and its Member Institutions do not knowingly enrol overseas students wishing to transfer from another registered provider's course prior to the overseas student completing 6 months of their principal course of study except in certain circumstances. These circumstances include:

- The overseas student obtains a release from their registered provider **OR**
- The releasing registered provider or the course being offered to the overseas student has ceased to be registered **OR**
- The releasing registered provider has had ESOS sanctions imposed on its registration **OR**
- Any government sponsor of the overseas student considers the change to be in the overseas student's best interest and has provided written support for the change.

An overseas student can transfer by meeting the following conditions

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

If a student has completed more than six months of study with the SCD in their principal course the SCD will release the overseas student provided that the overseas student lodges a written request to transfer and includes a letter of offer from another registered provider. A copy of these documents to be kept as part of the student record.

If a student has completed less than six months of study with the SCD in their principal course the SCD will release the overseas student provided that –

- The overseas student lodges a written request to transfer and includes a letter of offer from another registered provider. A copy of these documents to be kept as part of the student record.
- The overseas student is unable to achieve satisfactory course progress at the level they are studying and have engaged in an intervention strategy. Evidence to be provided and kept.
- There is evidence of compassionate or compelling circumstances. These circumstances are beyond the student's control and have an impact on the overseas student's course progress or wellbeing. Such circumstances might include-
  - Serious illness or injury (medical certificates)
  - Bereavement of close family members (possibly a death certificate)
  - Major political upheaval or natural disaster in home country
  - A traumatic experience
  - The SCD and its Member Institutions are unable to provide the pre- requisite units

- The student’s reasonable expectation of the course has not been met
- Inability to commence study on the commencement date due to visa delays

If the conditions above are not met, or the overseas student has not genuinely engaged in an intervention strategy or it is considered that granting a release is detrimental to the student best interest, the SCD will refuse to approve the 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 7 of the National Code 2018.

The granting of a release is provided at no cost to the student.

Transfer request outcomes must be recorded in PRISMS.

The overseas student will be advised of the outcome of the transfer request in a reasonable timeframe and recommend they seek advice from the DHA as to whether a new visa is required.

If the outcome to the transfer request is a refusal, the record in PRISMS is not to be finalised until –

- Any appeal against the refusal lodged by the overseas student is finalised or
- The overseas student does not access the complaints and appeals process within 20 working days of being notified of the refusal or
- The overseas student withdraws their appeal against the refusal

The SCD will maintain records, for 2 years, of all requests from students for release and the assessment of, and decision regarding the request be keep in the student file.

<b>Author(s), Latest (Role) and Previous</b>	Les Gainer (Academic Registrar)
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