



## SYDNEY FILM SCHOOL

Name	Transfer between Registered Providers		
What is the purpose of this policy?	To ensure that Sydney Film School ( <b>SFS</b> ) does not enrol any transferring International Student prior to 6 months of their principal course being completed, unless that student has a valid Letter of Release agreeing to such a transfer, or if other specific conditions are met.		
Version	#3	Next review	Jan 2016
What law applies?	National Code of Practice for Registration Authorities and Providers of Education and Training to International Students 2007: Standard 7.		
Who is affected by this policy?	Who has rights?	Who has responsibilities?	
	International Students	Admissions Officer	

### Policy

#### Enrolling student:

*(Note: this refers to students seeking to transfer to SFS from another registered provider)*

SFS will not recruit or knowingly enrol a student wishing to transfer from another registered provider prior to the student completing 6 months of their principal course<sup>1</sup> of study except in the following circumstances:

- the original registered provider has provided a written Letter of Release;
- 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 had a sanction imposed on its registration by the government that prevents the student from continuing their principal course of study;
- a government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

International Students seeking to transfer to SFS must comply with SFS enrolment procedures and meet the course entry requirements as detailed in the Application and Enrolment Policy and Procedure.

<sup>1</sup> A principal course of study is usually the final course of study undertaken by the student. For example, if an international student is studying an English language programme followed by a Bachelors programme, the Bachelor degree is considered the principal course.

**Request to Transfer:**

*(Note: this refers to students seeking to transfer from SFS to another registered provider)*

SFS will generally agree to a request from an International Student to transfer to another registered provider prior to completing 6 months of their principal course with SFS.

Where it is assessed that one of the below factors applies, the student's request for a Letter of Release may be refused.

In assessing such a request the following factors will be taken into account:

- the student requesting a transfer does not have a clear understanding of what the transfer represents to their study options;
- the student has not made an attempt to discuss the reasons for seeking a transfer with the Director of Education;
- the student has outstanding course fees owing to SFS;
- it is suspected that the student is seeking to transfer to another registered provider only to avoid being reported to the Department of Immigration and Border Protection (DIBP) for failure to meet course progress requirements.

**Procedure****Enrolling student:**

Where an International student seeks to transfer from another registered provider before they have completed 6 months of their principal course of study the following procedure will apply:

- i) SFS receives an application from an International student who is on-shore and is currently undertaking study at another registered provider.
- ii) Utilising information from the student's passport, including their study visa and the date the student arrived in Australia, the Admissions Officer will determine if the student has completed 6 months of their principal course of study with the other registered provider.
- iii) If the student has completed 6 months study in their principal course of study, the application process proceeds as for all other on-shore International Student applications.
- iv) If the student has not completed 6 months study in their principal course of study they are required to provide a Letter of Release from the registered provider they are currently studying with. SFS will provide the student with a conditional letter of offer which clearly states that an offer of a place is contingent on their obtaining a letter of release from the registered provider that they are currently studying with.
- v) If the student is a government sponsored student, they are required to provide written support from their sponsor agreeing to the change which will stand in lieu of a Letter of Release.
- vi) Once a Letter of Release is received the application proceeds as for all other on-shore International Student applications.
- vii) If the student does not provide a Letter of Release, the application process will be put on hold and the student informed that they are unable to transfer at this time.

The student will be invited to re-activate their application when they have completed 6 months in their principal course of study.

- viii) In the circumstances where the original registered provider or course has ceased to be registered, or sanctions have been placed on the original registered provider by the Australian government which do not allow the student to continue with the course, no Letter of Release is required.

### **Request to Transfer:**

The following procedure applies to International Students wishing to transfer from SFS to another registered provider within 6 months of commencement of their principal course of study:

- i) The International student must submit a written request that they wish to transfer from SFS to another registered provider to the Admissions Officer, along with the original or verified copy of a valid Letter of Offer from the registered provider to which the student wishes to transfer. The Admissions Officer will arrange an exit interview with the Director of Education and the student.
- ii) During the exit interview the Director of Education will discuss the reasons for the student wishing to transfer to another registered provider. Following the exit interview the Director of Education will make an assessment of the student's request for a transfer to another registered provider taking into account the factors mentioned in the interview and come to a decision on whether to provide the student with a Letter of Release.
- iii) The Admissions Officer will check the financial status of the student to determine if there are fees owing or if the student is entitled to a refund under SFS's refund policy. The Admissions Officer will advise the student if there are any fees owing and discuss how payment will be settled or, if a refund is due, how much will be refunded and when. The Admissions Officer will also check to see if there are any equipment or other items on loan to the student and make arrangements for their return.
- iv) If the student's request for a transfer to another registered provider is granted, the Admissions Officer will provide the student with a Letter of Release within 5 working days. The Letter of Release will be provided to the student at no charge and will advise the student of the need to contact DIBP to seek advice on whether a new student visa is required. The student must, if applicable, pay any outstanding fees or return any equipment before receiving the Letter of Release.
- v) If the student's request for a transfer to another registered provider is denied, the Admissions Officer will provide the student with a letter detailing the decision to refuse the request within 5 working days and informed them of their right to appeal the decision through SFS' *Grievances and Appeals Policy and Procedure*.
- vi) The request for transfer to another registered provider, a copy of the Letter of Offer from the other registered provider, a copy of the written advice to the student of the decision and, if granted, a copy of the Letter of Release will be placed on the student's file.
- vii) The Admissions Officer will advise DIBP through PRISMS that the student has transferred to another registered provider.
- viii) The Admissions Officer will ensure that the following tasks are undertaken:
  - a Statement of Attainment is prepared for the transferring student, if

applicable;

- e-mail the relevant personnel advising them that the student has withdrawn from the course so that records can be updated and any necessary arrangements are made.

Letters of Release will always be provided when, or if:

- SFS' registration or accreditation has been revoked;
- sanctions imposed on SFS by the government prevent the student from continuing in the course;
- a government sponsor deems that the transfer is in the best interest of the student.

## Version Control

Approved by	Version #	Date
Management Committee	2	09/07/2009
Course Improvement Committee	3	29/05/2015

## Flowchart

