



INSTITUTE

Global Educators

Melbourne - Australia

Inbound International Students Transfer Between Providers Procedure

This database of policies and procedures contains the current, official version of policies and associated procedures. Printing a policy or procedure or transferring a policy or procedure into another electronic format will result in the document being an uncontrolled copy that might not be current.

The Procedure for Inbound International students consists of the following components:

1. [Application for Admission to Box Hill Institute by Students Transferring from Another Provider](#)
2. [Requests for Approval to Transfer from Box Hill Institute to Another Institute](#)
3. [Outcome](#)
4. [Appeal \(Internal\)](#)
5. [External Avenue of Appeal Against a Decision made by the Institute](#)

1. [Application for Admission to Box Hill Institute by Students Transferring from Another Provider](#) [Back to Top](#)

International Student

A student wishing to transfer to Box Hill Institute must complete an International Student Application Form and identify on the application form that they currently hold an electronic confirmation of enrolment (eCoE) at another Australian provider, that is that they are currently studying at another provider.

A copy of this eCoE should be attached to the application form along with other relevant documentation.

International Student Services Staff

Under Standard 7 of the National Code 2007 the Institute may not enrol students:, that is, issue an electronic confirmation of enrolment (eCoE) prior to the students completing six months of their principal course except where one of the following applies:

- the original 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 provided a written letter of release
- 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

- 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.

International Student Services Staff

International Student Services staff will assess the application and, subject to the applicant meeting one of the conditions above as well as the standard admission requirements for the course for which they have applied, a conditional letter of offer will be offered.

The letter of offer must state that the offer is conditional on the applicant providing a letter of release from their current provider.

Students

Students will provide Box Hill Institute with **all** of the following:

- a release letter from their current provider,
- a statement of attendance from their current provider,
- a transcript of results of the course in which they are currently enrolled, and
- transcripts of results of other courses in which they have studied in Australia.

International Student Services Staff

On receipt of all of the above, and receipt of tuition fees as specified on the letter of offer, an electronic confirmation of offer on PRISMS can be issued.

2. Requests for Approval to Transfer from Box Hill Institute to Another Institute

[Back to Top](#)

International Students

Where the student has not completed six months of their principal course at Box Hill Institute, and requests a release to transfer from Box Hill Institute to another registered provider:

- must complete a Request for Release Form, and
- must provide the following documentary evidence supporting the request:
 - a letter of offer from the educational provider to which the student wishes to transfer

- supporting evidence such as medical certificate, report from a counsellor
- in the case of under age students written permission from parents or guardian

**Centre Manager
International Student
Services or delegate**

Assesses the Request for Transfer.

Approval to transfer to another provider will be provided in the following circumstances:

- if following consultation with an International Student Support Officer and/or teaching staff, the Centre Manager, International Student Services (or their delegate), considers that the transfer would not be detrimental to the international student or his or her future studies and has recommended that the student's request for a transfer be approved, and
- the international student has provided has provided all of the following:
 - a signed and dated Request for Release Letter
 - a letter from another CRICOS registered provider confirming that a valid enrolment has been made
 - a letter detailing their reasons for requesting a transfer to another provider, and

where the student is under 18 years of age:

- written confirmation that the international student's parent or legal guardian supports the transfer
- where the student is not being cared for in Australia by a parent or suitable nominated relative, confirmation on the valid enrolment offer that the registered provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements as per Standard 5 of the National Code 2007.

Requests for approval to transfer to another provider will not be approved if any of the following circumstances apply:

- the request is made within the first four weeks of the course commencement date, or

- the Institute forms the view that the international student is trying to avoid being reported to DIAC for failure to meet the Institute's attendance or academic progress requirements, or
- the transfer may jeopardise the student's progression through a package of courses, or
- the transfer would be detrimental to the inbound international student's future study and/or career objectives, or
- the student has not accessed the Institute's student support or welfare services after having been requested to do so, or
- the student has outstanding debts to the Institute.

No release letter is required in the following circumstances:

- the international student has completed at least 6 months' study in his or her principal course, or
- the international student is sponsored by another government and that government sponsor provides written support of the change as it considers the change to be in the student's best interest, or
- the Institute has ceased to be registered or the course in which the international student is enrolled has ceased to be registered, or
- the Institute has a sanction imposed on it that prevents the international student from continuing his or her principal course.

3. Outcome

[Back to Top](#)

International Student Services staff

International students will be provided with a written decision in relation to a request for a release letter within 10 working days of lodging their Request for Release.

Where the Institute approves a release letter:

- the international student will be provided with a release letter, and
- the International student will be advised that his or her Electronic Confirmation of Enrolment will be cancelled and that he or she

must contact DIAC to seek advice on whether a new student visa is required, and

- the Institute will cancel the international student's Confirmation of Enrolment (eCoE) on PRISMS, and
- the international student may apply for a refund in accordance with the Institute's Inbound International Student Refund Policy

If issued, a release letter will be provided at no cost to the international student.

Where the Institute Refuses a Release Letter

Where a decision is made to refuse the request to provide a release letter, students are advised:

- of the decision in writing, including the reasons for refusal, and
- of their right to appeal the decision within 20 working days of receipt of the advice.

4. Appeals (Internal)

[Back to Top](#)

International Student

A student wishing to lodge an appeal against a decision should lodge a formal grievance in writing in accordance with the Institute's [Student Grievance Policy and Procedure](#) within 20 working days of the date of the student being notified of the decision.

5. External avenue of appeal against a decision taken by the Institute

International Student

International students also have the right to contact the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR) in relation to grievances under the ESOS Act.

Students must notify the Institute of their decision to seek an external appeal within five (5) working days of notification of the decision of the Institute in relation to an appeal.

Forms

[NIL](#)