



EMPIRE
INSTITUTE OF EDUCATION

National Code 2007
Standard 7
Policy & Procedure





Transfer between Registered Providers

Purpose

The purpose of this policy and procedure is to address Standard 7 of the revised National Code 2007 and to provide procedures for students and staff in relation to Applications for Transfer between Registered Providers.

Scope

This Policy and Procedure relates to international students studying with Empire Institute on the Student Visa.

Responsibility

The RTO manager is responsible for the implementation of this policy and procedure and must ensure that staff and students are aware of its application and implementation requirements.

Definitions

Application for Transfer Between Registered Providers:	An application by a Student for a transfer between Registered Providers (release).
Detrimental to the student:	<ul style="list-style-type: none">• The proposed transfer will jeopardize the student's progression through a package of courses.• The student has unsatisfactory academic progress and has been or is about to be reported to DIBP.• The student has been enrolled for less than 2 months and has not accessed the RTO Manager that was offered to the student.

Policy

Empire Institute of Education assesses requests from students for a transfer between Registered Providers, prior to the student completing 6 months of his/her principal course of study, in accordance with our documented procedures.

Procedure

1. Under Standard 7 of the National Code 2007, Registered Providers must not knowingly enrol a student wishing to transfer from another Registered Provider's course prior to the student completing 6 calendar months of their principal course of study, except in limited circumstances as outlined in this policy.
2. The Institute is entitled to determine the circumstances in which it will provide or refuse to provide a Release Letter. Where a student requests a transfer within the period of six months of commencement of their principal course, Empire admissions and the RTO manager will assess the request for transfer against this policy.



3. Students must co-operate with Empire administration and attend any appointments scheduled for them, including in respect of support services provided by the Institute.
4. Applying to Transfer between Registered Providers does not affect the requirement to attend their regular classes. Non-attendance will not assist a student in being granted a Letter of Release.
5. No Letter of Release is required from the Institute, where:
 - i. The student has completed at least 6 calendar months study in their principal course; or
 - ii. The Institute has ceased to be registered or the course in which the student is enrolled has ceased to be registered; or
 - iii. The Institute has a sanction imposed on it that prevents the student from continuing their principal course.
6. A student who wishes to apply to transfer to another provider within the first 6 months of the student's principal course at the Institute must complete the Request for Letter of Release form. The form is available on the website and from Empire reception on request.
7. The Institute will grant a Letter of Release, if the student has provided a valid Letter of Offer from another Provider and it is not considered to be detrimental to the student to grant the Letter of Release.
8. The Letter of Release will be provided to the students at no cost.
9. Notwithstanding that the requirements of Paragraph 7 above are satisfied, no Letter of Release will be granted where the student has outstanding debts to the Institute. If any debt is paid after the decision not to grant the Letter of Release, then, the Institute will grant the Letter of Release if requested by the student.
10. Any request for a Letter of Release will be processed within 10 days of the application for the Letter of Release.
11. If the application of the Letter of Release is refused, the student will be provided with written reasons for refusing the Letter and will be advised of their right to appeal the decision in accordance with the Complaints and Appeals policies of the Institute.
12. Enrolling a transferring student:
 - i. The Institute will not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing 6 months of their principal course of study, except in these instances:
 - 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 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/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.
 - ii. In the event that Empire Institute knowingly enrolls a student that is wishing to transfer from another registered provider's course, prior to the student completing 6 months of their principal course of study, documentary evidence of at least one of the four conditions listed above must be obtained and placed in the transferring student's file.
 - iii. The Institute will not seek to enrol a student who has not yet completed 6 months of their principal course of study with another registered provider, unless the requirements of the National Code are met and only then in accordance with this procedure.



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