

1. PURPOSE

- 1.1. Under Standard 7 (Transfer between registered providers) of the Educational Services for Overseas Students (ESOS) National Code 2007, NMIT must develop a policy that provides guidelines for students wishing to transfer from NMIT to another registered training provider within the first six months of their study in their principal course at NMIT. Under the ESOS regulations the principal course is the course with the highest AQF level.
- 1.2. Under Standard 7, NMIT assess all applications for transfers to another registered provider based on the following policies and procedures.

2. POLICY & PROCEDURES

- 2.1. All applications must be lodged using form P/IO/F/7/583.
- 2.2. There is no cost attached to applying for a letter of release, however students will need to contact DIAC to seek advice on whether a new visa is required.
- 2.3. The National Code 2007 restricts the capacity of students to transfer to other providers prior to completing 6 months of their principal course.
- 2.4. NMIT will not grant permission to release a student from their obligation to study at NMIT under the following circumstances:
 - 2.4.1. transfer to a lower level of studies
 - 2.4.2. increased tuition costs, particularly in cases where tuition fees paid in advance to NMIT are non refundable.
 - 2.4.3. within 6 months of a course beginning students may experience home sickness and transfer to another registered provider is not likely to benefit the student's welfare.
 - 2.4.4. NMIT is of the view that the student is avoiding being reported to DIAC for failure to meet attendance or academic progress requirements.
 - 2.4.5. the application is received less than two weeks prior to the commencement of the semester for which the release is being sought
 - 2.4.6. the student cannot provide an offer letter or CoE from the new provider showing intention to study a course at the same visa sub-class as that issued for their studies at NMIT. Transfer would jeopardise students progression through a packaged course.
 - 2.4.7. the student is unable to show that they have the approval of their financial sponsor (e.g. bank, parents)
 - 2.4.8. the student is applying for a course of study that is available at NMIT.
 - 2.4.9. NMIT believes the transfer will be detrimental to the student.
- 2.5. Where the conditions stated in 2.2 are met NMIT will grant permission to release a student to study at another registered provider.
- 2.6. The outcome of the application will be communicated to the student in writing within ten

TITLE: TRANSFER TO ANOTHER REGISTERED PROVIDER

DOC ID: P/IO/D/7/583

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PAGE: 2 of 2

EDITION: 4

DATE: 20/11/2008

working days of the application being received. Where an application for release is not granted the student will be informed of the reasons for refusal.

- 2.7. Where a student has been refused a release letter the student has the right to lodge an appeal with the Institute of Arbitrators and Mediators Australia (IAMA). The student must continue to study their course at NMIT until the appeal has been heard and a decision issued.