



Pol-026 Student Transfer Policy and Procedure

Purpose of the policy:

The purpose of this policy is to ensure that Canberra Valley Institute will follow the requirements stated in Standard 7 for assessing requests for transfer to other providers, and processing approved requests for transfer.

Scope

This policy applies to:

- Canberra Valley Institute Campuses
- Students
- Management Staff

Responsibilities

- Student Support officer
- Chief Executive Officer (CEO)

Policy Statement:

This policy has been created to ensure that Canberra Valley Institute enables its staff and both its current and prospective learners to resolve critical incidents as they happen. It also ensures that faculty and staff receive the necessary training and information resources to resolve critical incidents, and those affected by critical incidents receive the necessary support and counselling services.

Procedure

Canberra Valley Institute will ensure that it does not knowingly enroll an overseas student wishing to transfer from another registered provider's course prior to the overseas student completing six months of their principal course of study, except in certain circumstances as outlined in the National Code 2018. For matters concerning transfers of learners to and from other registered providers, Canberra Valley Institute adheres to the following policy principles:

1. Overseas Students Transfer Policy Principles

- 1.1. Canberra Valley Institute only enrolls in transferring learners prior to the learner completing six months in their principal course with their current provider under the following circumstances:
 - 1.1.1. The current provider or the learner's principal course is no longer registered.
 - 1.1.2. The current provider has been sanctioned, and its registration has been revoked.
 - 1.1.3. The transfer is supported by the learner's government sponsor.
 - 1.1.4. The current provider has issued a letter of release.
- 1.2. Canberra Valley Institute will ensure that its education agents do not actively recruit prospective learners who have not yet completed six months of training in their principal course with their current training provider. (*see Marketing and Recruitment Policy for more information*)

Document Name:	Pol-026 Student Transfer Policy	Created Date:	15/06/2023
Document No:	Version No: 3.0 Jan 2025	Last Modified Date:	10/01/2025
Canberra Valley Institute RTO Code: 41498 CRICOS Code: 03937D		Page Sequence:	Page 1 of 6



Canberra Valley Institute adheres to the guidelines and circumstances defined in this policy where transfer will be granted or refused for an overseas student. In following the guideline, the College will ensure that it considers the best interest and individual circumstances of the students in order to determine whether the transfer will be detriment or advantageous to the student.

- 1.3. Canberra Valley Institute records all transfer request outcomes in the Provider Registration International Student Management System (PRISMS).
- 1.4. Canberra Valley Institute shall not finalize refusal to release the overseas student until the student has had an opportunity to access the complaints and appeals process.
- 1.5. Canberra Valley Institute ensures that where requests are received from overseas students under the age of 18, the overseas student's parent or legal guardian has provided support for the transfer in writing.
- 1.6. All information regarding another provider's courses, fees, enrolment procedures, and pathways is the learner's responsibility. Canberra Valley Institute is not obligated to assist the learner in this regard, except when it comes to the issuance of a letter of release.
- 1.7. Canberra Valley Institute will issue a letter of release within five working days from the date of approval of the transfer request. If the transfer request is refused the College will advise the overseas student within five working days of the outcome, together with the reasons for refusal and information regarding the overseas student's right of appeal.
- 1.8. Appeals received relating to change / transfer of provider will be directed to the Director/CEO of Canberra Valley Institute. The appeal will be decided in accordance with the Complaints and Appeals Process of the College. *(See Complaints and Appeals Policy for more information)*
- 1.9. Refund requests in case of transfer will be considered according to the Fee Administration and Refund Policy of the college. *(See the Fee Administration Policy for more information)*
- 1.10. Overseas students may transfer to another provider after six months without a letter of release from Canberra Valley Institute. Student visa condition 8533 requires students to notify their current provider of a change of education provider within seven days of receiving another CoE.
- 1.11. Canberra Valley Institute will not finalize the overseas student's refusal status in Provider Registration International Student Management System (PRISMS) until:
 - 1.11.1. Any appeal against the refusal lodged by the overseas student is finalized and upholds the registered provider's decision not to release the student; or
 - 1.11.2. the overseas student did not access the registered provider's complaints and appeals processes within 20 working days of being notified of the refusal; or
 - 1.11.3. the overseas student withdraws their appeal against the refusal

Document Name:	Pol-026 Student Transfer Policy	Created Date:	15/06/2023
Document No:	Version No: 3.0 Jan 2025	Last Modified Date:	10/01/2025
Canberra Valley Institute RTO Code: 41498 CRICOS Code: 03937D		Page Sequence:	Page 2 of 6



- 1.12. Canberra Valley Institute and Training shall maintain records of overseas student transfer requests for two (2) years after the student ceases to be an accepted student of the College
- 1.13. Canberra Valley Institute records all transfer request outcomes in the Provider Registration International Student Management System (PRISMS).
- 1.14. Canberra Valley Institute shall not finalize refusal to release the overseas student until the student has had an opportunity to access the complaints and appeals process.
- 1.15. Canberra Valley Institute ensures that where requests are received from overseas students under the age of 18, the overseas student's parent or legal guardian has provided support for the transfer in writing.
- 1.16. All information regarding another provider's courses, fees, enrolment procedures, and pathways is the learner's responsibility. Canberra Valley Institute is not obligated to assist the learner in this regard, except when it comes to the issuance of a letter of release.
- 1.17. Canberra Valley Institute will issue a letter of release within five working days from the date of approval of the transfer request. If the transfer request is refused the College will advise the overseas student within five working days of the outcome, together with the reasons for refusal and information regarding the overseas student's right of appeal.
- 1.18. Appeals received relating to change / transfer of provider will be directed to the Director/CEO of Canberra Valley Institute. The appeal will be decided in accordance with the Complaints and Appeals Process of the College. *(See Complaints and Appeals Policy for more information)*
- 1.19. Refund requests in case of transfer will be considered according to the Fee Administration and Refund Policy of the college. *(See the Fee Administration Policy for more information)*
- 1.20. Overseas students may transfer to another provider after six months without a letter of release from Canberra Valley Institute. Student visa condition 8533 requires students to notify their current provider of a change of education provider within seven days of receiving another CoE.
- 1.21. Canberra Valley Institute will not finalize the overseas student's refusal status in Provider Registration International Student Management System (PRISMS) until:
 - 1.21.1. Any appeal against the refusal lodged by the overseas student is finalized and upholds the registered provider's decision not to release the student; or
 - 1.21.2. the overseas student did not access the registered provider's complaints and appeals processes within 20 working days of being notified of the refusal: or
 - 1.21.3. the overseas student withdraws their appeal against the refusal
- 1.22. Canberra Valley Institute and Training shall maintain records of overseas student transfer requests for two (2) years after the student ceases to be an accepted student of the College.

Document Name:	Pol-026 Student Transfer Policy	Created Date:	15/06/2023
Document No:	Version No: 3.0 Jan 2025	Last Modified Date:	10/01/2025
Canberra Valley Institute RTO Code: 41498 CRICOS Code: 03937D		Page Sequence:	Page 3 of 6



1. Guidelines for Refusing Request for Transfer

3.1 The circumstances where a transfer will be refused by Canberra Valley Institute prior to the overseas student completing six (6) calendar months of their principal course of study include but is not limited to:

3.1.1 Where the student has no valid Enrolment Offer from another CRICOS provider.

3.1.2 Where the student's reason for transfer is lower fees or shorter completion time.

3.1.3 Where the student has commenced studies and the College views that the request for transfer is a means of the student to avoid being reported to DIBP for a breach of visa condition.

3.1.4 Where a student has breached a student visa condition(s) and has been reported to PRISMS.

3.1.5 Where the College considers the request for transfer is detrimental to the student.

3.1.6 Where the overseas student is experiencing a course scheduling conflict with personal, work or other non-study commitments.

3.1.7 Where the students have outstanding fees for the current study period.

3.1.8 Where the student is under 18 and does not have written consent from their parent or legal guardian.

3.1.9 Where a student is currently in an intervention process for unsatisfactory progress or for not meeting the course attendance requirements.

3.1.10 Where the student has been legally charged for misbehavior or if the student is under police investigation.

3.1.11 Where the student has caused severe damage to the College's property.

3.1.12 Where the transfer may jeopardize the students' progression through the package of courses.

3.1.13 Where the transfer is based on change of program and the said program is also offered by the College.

3.1.14 Where the student has not utilized the College's support services and/or academic resources or assistance.

3.2 Additional circumstances may apply but will be subject to the discretion of Canberra Valley Institute.

2. Incoming Students Transfer Requests

4.1 Students applying to enroll with Canberra Valley Institute prior to the completion of their six months of principal course of study must complete the application to enroll with the college using the International Student Enrolment Form.

4.2 Canberra Valley Institute will assess the application where a conditional letter of offer may be issued that clearly states that an offer of a place is contingent on the overseas student obtaining a letter of release from their current provider.

Document Name:	Pol-026 Student Transfer Policy	Created Date:	15/06/2023
Document No:	Version No: 3.0 Jan 2025	Last Modified Date:	10/01/2025
Canberra Valley Institute RTO Code: 41498 CRICOS Code: 03937D		Page Sequence:	Page 4 of 6



4.3 Applications for transfer with valid letter or release where the overseas student has no outstanding fees or matters with their prior institution shall be processed by Canberra Valley Institute as per the College's enrolment process.

4.4 Overseas student who fails to provide a valid letter of release will be informed by the College that their application for transfer cannot be processed at the time and may reactivate their application for transfer once they have a valid letter of release or when the six months period of the principal course of study has passed.

4.5 Canberra Valley Institute shall not require a student to present a letter of release in the following circumstances:

4.5.1 the current provider or the learner's principal course is no longer registered.

4.5.2 the current provider has been sanctioned, and its registration has been revoked

3. Outgoing Students Transfer Requests

5.1 Canberra Valley Institute will assess individual applications for transfer from overseas students in consideration of the student's best interest and in adherence with the guidance for granting and refusing transfer request outlined in this policy.

5.2 Overseas students applying for transfer shall use the Transfer and Letter of Release Request Form of Canberra Valley Institute. Each application shall be accompanied by the following documents to be emailed to info@cvi.edu.au after lodging the online form:

5.2.1 Letter of Offer

5.2.2 Statement of reasons why the student is seeking release together with other relevant supporting documentation

5.3 Incomplete applications will not be assessed and the seven (7) working day period for assessment of transfer request will not commence until all documentation outlined above is received.

5.4 Canberra Valley Institute issues Letter of Release to overseas students who's been approved for transfer at no cost.

5.5 Canberra Valley Institute advises students to continue attending classes while their transfer request is being assessed.

5.6 Overseas students who have been issued a letter of release in PRISMS shall be notified to contact the Department of Home Affairs (DHA) to seek advice on whether a new student visa is required.

4. Monitoring and Improvement

All practices for Canberra Valley Institute transfer procedure are monitored by the CEO of Canberra Valley Institute and areas for improvement identified and acted upon according to Continuous Improvement P

Document Name:	Pol-026 Student Transfer Policy	Created Date:	15/06/2023
Document No:	Version No: 3.0 Jan 2025	Last Modified Date:	10/01/2025
Canberra Valley Institute RTO Code: 41498 CRICOS Code: 03937D		Page Sequence:	Page 5 of 6



Development & Approval Information

Policy Author:	Feiya Dai
Policy Owner:	CEO
Approval Body:	CEO
Policy Status:	<input type="checkbox"/> New Draft <input type="checkbox"/> Updated Draft <input checked="" type="checkbox"/> Current
Key Stakeholders:	CEO Student Support Officer
Date Approved:	January 2025
Approved by:	CEO
Date of next review:	April 2025

Version History		
Version	Date	Details
1.0	15/06/2023	Original Draft
2.0	15/06/2024	Updated
3.0	10/01/2025	Approved by CEO