

Transfer Education Provider & Release Request Application Form

For use by international students.

Before completing this form you must refer to the University of Tasmania's International Student Transfer Request Policy.

*Please allow 10 working days for the request to be processed.

SECTION 1 – personal details

Student ID _____

University email address _____

Family Name _____

Given Name _____

Date of Birth _____

Mobile Phone _____

Mailing address _____

SECTION 2 – please list all courses you are seeking to transfer from (including those at other education providers eg. TAFE)

COURSE 1 Code _____

Name _____

COURSE 2 Code _____

Name _____

COURSE 3 Code _____

Name _____

Agent Name _____

OFFICE USE ONLY

Date application received _____

Release approved Release rejected

Compliance Officer signature _____

Date _____

SECTION 3 – additional documentation (please tick)

Release is only provided to students in limited circumstances in line with the University's Transfer Between Education Providers for International Students Policy and Guidelines. There is additional documentation that must be provided in support of this application.

- A Letter of offer from the new education provider (all students).
- Personal Statement outlining reasons for transfer (all students).
- Evidence of Compelling or Compassionate circumstances (if applicable).
- Evidence of engagement with the University's support services (if applicable).
- Written support from government sponsor (if applicable).
- Written support from parent/guardian (for students under 18 years of age).
- Evidence that the University of Tasmania has cancelled/ceased to offer the accepted course (if applicable).

SECTION 4 – student declaration

I declare that in signing this application I understand that if my application to transfer education providers is approved:

- I will have my current, and any future Confirmation of Enrolments (CoEs) at the University cancelled.
- The University will withdraw me from the course (s) I have listed in this form.
- I may receive fail grades for any units I am currently enrolled in
- If a refund is due to me it will be payable in accordance with the University's refund policy, which I will apply for in writing.
- My student visa may be affected and I will contact the Department of Home Affairs and inform them of my change in circumstance.

Student signature _____

Date _____



International Student Transfer Release Request Policy

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|--|--|
| Responsible Officer | Chief Operating Officer |
| Approved by | Vice-Chancellor |
| Approved and commenced | March 2019 |
| Review by | March 2022 |
| Relevant Legislation, Ordinance, Rule and/or Governance Level Principle | <i>Education Services for Overseas Students Act 2000</i> University of Tasmania Act (1992) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2018) Ordinance 8 |
| Responsible Organisational Unit | Student Operations |

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1 Objective

The objectives of this policy are to:

- Ensure compliance with Standard 7, Overseas Students Transfers of the 2018 National Code, established by the Education Services for Overseas Students (ESOS) Act 2000.
- Comply with the restrictions on enrolling transferring students prior to a student completing six calendar months of their principal course of study at the University of Tasmania (the University).
- Outline the circumstances when a transfer release request can be considered prior to an international student completing six months of study in their principal course of study at the University of Tasmania.

2 Scope

This policy applies to the following:

- International students studying on a student visa, who seek a transfer release to another registered provider prior to completing six calendar months of their principle course of study at the University of Tasmania.
- International Compliance staff involved in assessing transfer release requests.
- University staff and partners involved in the admission of international students to English Language Centre (ELC) or foundation study program courses.
- University staff involved with responsibility of international student recruitment.
- University staff involved in a student advisory role with international students.

3 Policy Provisions

3.1 Statements

- 1 The University must not knowingly enrol international students who want to transfer release from another registered provider's program within the first six calendar months of the student completing their principal course of study except where Provider Registration and International Student Management System (PRISMS) has indicated the student has been released from previous provider.
- 2 International Compliance staff are accountable for the assessment of all transfer release requests from international students and determine the circumstances in which a transfer release request will be denied or approved in line with regulatory guidelines and related policies.
- 3 International Students must follow all steps to lodge a written request to transfer, including provision of a valid enrolment offer from another registered provider, co-operation with University staff, and attendance at interviews or appointments directed by University staff in relation to support services provided by the University of Tasmania.

3.2 Enrolling and Attendance

- 1 The submission of a transfer release request by an international student does not preclude the international student from enrolling at the time specified by the

University and thus meeting visa conditions. The University will report students who do not enrol, and this may have implications for a student's visa status.

- 2 The submission of a transfer request by an international student does not preclude the international student from maintaining adequate course attendance, and thus meeting visa conditions. The University will report students who do not maintain adequate attendance to Department of Home Affairs, which may have implications for visa status.

3.3 When a transfer release request is not required

A transfer release request is not required for an international student to change registered providers in the following circumstances:

- 1 The international student has completed at least six calendar months in their principal course of study at the University, or
- 2 The university has ceased to be registered, or the course in which the student is enrolled has ceased to be registered, or
- 3 The university has had a sanction imposed on it by the Australian Government or State or Territory Government that prevents the student from continuing their principal course, or
- 4 The international student has a government sponsor and the government sponsor considers the change to be in the best interests of the student and the government sponsor has provided written support for that change.

3.4 Granting a transfer release

The university may grant a transfer release if requested in the first six calendar months of the international student completing their principal course of study at the University in the following circumstances:

- 1 The international student provides substantial evidence that they were misled by the University or an education agent or a migration agent regarding the University of Tasmania or the course the student is undertaking, or
- 2 The international student demonstrates that the transfer release would be in the best interest of the student, and
- 3 Where International Compliance staff assess that there are compassionate and compelling circumstances that exist for the student, and
- 4 The international student has evidence that they have accessed the University support services available to them, and
- 5 The international student has shown evidence of a genuine effort to engage with these support services to seek resolution of any difficulties they are encountering, and
- 6 The international student has shown evidence of genuine engagement with a College managed support plan after not achieving satisfactory course progress.

3.5 Required evidence for a transfer release request

In all circumstances in 3.4 where a transfer release request is submitted it must have the following attachments:

- 1 Evidence of Offer of Enrolment from a Simplified Student Visa Framework registered provider, and
- 2 Evidence to support claims made by the international student in the transfer release request.

3.6 Acceptable evidence in support of claims

Types of acceptable evidence in support of claims include:

- 1 Evidence to support claims that the client was misled regarding the University or the course the student is undertaking that relate to section 3.4.1.
- 2 Evidence to support claims for transfer release requests would include documents from qualified counsellors, psychologists or medical practitioners stating any compassionate and compelling circumstances why a transfer release is required in relation to section 3.4.3.
- 3 Evidence of a medical treatment plan or details of medical treatment if a medical condition is listed in a transfer release request.
- 4 A letter from the organisational unit to support 3.4.6.

3.7 Approval of transfer releases

The University will approve transfer releases in the following circumstances:

- 1 The student has provided a letter from another registered provider that confirms a valid Offer of Enrolment has been made prior to submitting a transfer release request, and
- 2 International Compliance staff have assessed that compassionate and compelling circumstances exist as described in the regulatory guidelines, and
- 3 If the student is under 18 years old they are required to provide written confirmation that the student's parent or legal guardian supports the transfer release, and
- 4 If the student is not being cared for in Australia by a parent or suitable nominated relative, the valid enrolment must confirm that the registered provider will accept the responsibility for approving the international student's accommodation, support and general welfare.

3.8 Refusal of a transfer release request

The University may refuse a transfer release request when:

- 1 An international student does not meet a requirement stated under 3.4, or
- 2 An international student does not provide adequate evidence as stated under 3.5, or

- 3 An international student has not commenced study in their admitted/enrolled course, or
- 4 An international student has not completed 4 weeks of study in their first 4 weeks of the principal course of study, or
- 5 An international student has not accessed, utilised or experienced the full range of the University support services available to them, or
- 6 An international student has applied for a course with another registered provider that has lower fees, or
- 7 An international student is attempting to avoid being reported to the Department of Homes Affairs for failure to meet the University attendance or academic progress requirements, or
- 8 An international student is applying to transfer release to a program or course with a lower level of qualification, or
- 9 An international student has outstanding debts owed to the University, or
- 10 An international student changes their mind about the course they want to study, or
- 11 An international student has made decisions post their enrolment regarding accommodation, travel and employment that are not aligned with the international student's course requirements.
- 12 An international student studying at the University of Tasmania because of the Simplified Student Visa Framework attempts to transfer to another registered provider that does not have the Simplified Student Visa Framework arrangements with the Department of Home Affairs.
- 13 An international student provides, false or misleading information with their transfer release request.

3.9 Actions following transfer release request decision

- 1 International Compliance staff will document in a decision record the outcome of the transfer release request. This decision record will outline the assessment and give reasons that substantiate the decision to the international student.
- 2 International Compliance staff will provide the international student with a confirmation email if the transfer release request is approved.
- 3 If the transfer release is approved the University will advise the student of the need to contact the Department of Home Affairs to seek advice if a new student visa is required.
- 4 If the transfer release is approved, the University will report the transfer release in PRISMS and cancel the Confirmation of Enrolment (CoE) of the student.
- 5 If a transfer release request is denied, International Compliance will inform the student by email and advise the student to contact an international student adviser to discuss their study options.

- 6 An international student can appeal the transfer release request decision made by the University as outlined in Ordinance 8 Student Complaints. The appeal must be made 20 working days after the student has received notification of the transfer release request decision.
- 7 The University will not record the transfer release denial status in PRISMS until the appeal finds in favour of the University, or the International Student has chosen not to access the complaints and appeals processes within the 20-working day period, or the overseas student withdraws from the process.
- 8 The international student is deemed to have received the transfer release request decision on the day the email was sent notifying the international student of the decision.
- 9 The University will not charge any monies to an international student to request a Transfer Release, provide a transfer release or to appeal the decision.
- 10 Transfer release requests and outcomes will be recorded on the international student's file by International Compliance.

4 Responsibilities

International students are responsible for:

- Reading and understanding this policy prior to lodging a transfer release request,
- Completing the transfer release request form and providing all necessary documented evidence in support of the request, and
- Submitting the transfer release request application.

International Compliance Staff are responsible for:

- Reading and understanding this policy prior to making a transfer release request decision,
- Acknowledging the receipt of the submission of the form by email within 5 working days from date of submitted documentation,
- Assessing and recording the outcome of the transfer release request,
- Responding to the student when a transfer release request decision has been made, and
- Recording all information in relation to this policy in accordance with the University's Records Management Policy and Guidelines.

International Student Advisers are responsible for:

- Reading and understanding this policy and guidelines prior to advising international students on transfer release requests,
- Aiding and supporting international students if they are required to do so by an international student.

5 Definitions and Acronyms

| Term/Acronym | Definition |
|----------------------------|--|
| Organisational Unit | College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise |

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|---------------------------------------|---|
| The University | The University of Tasmania, CRICOS Provider Code 00586B (and any other associated organisation that uses CRICOS Provider Code 00586B). |
| Department of Home Affairs | Immigration formally known as the Department of Immigration and Border Protection. |
| International Student | A student who has been granted a Student Visa by the Department of Home Affairs which gives the student study rights. |
| PRISMS | The Provider Registration and International Student Management System. This system is owned by the Department of Education. |
| Principal Course of Study | The main course of study leading to the highest qualification on the student's current visa. If the student is on a packaged course, the course leading to the highest qualification will be the student's principal course and the restriction will apply to the first six months of that course and any packaged courses before it. |
| University Support Services | Includes University Counselling Services and International Student Advisers |
| International Compliance Staff | A University, employee who is employed in the International Compliance team. |
| Transfer Release Request | A form completed by a student when a student requests a Transfer Release from a registered provider to another registered provider |
| CoE | Confirmation of Enrolment |

6 Supporting Documentation

- University Records Management Policy
- University Records Management Guidelines

7 Versioning

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|----------------------------|---|
| Current Version(s) | Version 2: International Student Transfer Request Policy. Approved March 2019 |
| Previous Version(s) | Version 1: International Student Transfer Request Policy. Approved June 2014 |