



Wollongong College Australia

A College of the University of Wollongong

Australia

Wollongong

New Zealand

Auckland

Wollongong College Australia
A trading division of ITC Education Limited
CRICOS Provider Code 02723D
A University of Wollongong Enterprise ABN 14105312329

Transfer between Providers Policy

Date approved: 8 November 2007

Approved by WCA Academic Board

References &
Legislation

- Refund Policy
- Student Grievance Policy – Non-Academic
- National Code of Practice for Providers of Education and Training to Overseas Students 2007

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1. Aim

The Transfer between Registered Providers Policy seeks to provide a process for international students seeking to transfer from Wollongong College Australia (the College) to another provider and vice-versa.

The policy of the College is to ensure that it does not enrol any transferring international student prior to the 6 months of their principal course being completed unless that student has a valid letter of release agreeing to such a transfer.

The policy also outlines the conditions for international students seeking to transfer from the College within the first 6 months of their principal course who apply for a letter of release to transfer to another provider.

2. General Principles

2.1 Requests to transfer to a new provider from the College

The following general principles underpin the College's approach to assessing requests to transfer to a new provider:

- 2.1.1 Students who are enrolled in their principal course at the College and have studied longer than 6 months do not require a letter of release.
- 2.1.2 Where the College decides to grant a letter of release, it will be issued at no cost to the student. The student will be advised to contact the Immigration Department to seek advice on whether a new visa is required.
- 2.1.3 Students under 18 must provide to the College written evidence from their legal guardian or parent supporting the transfer to another provider.
- 2.1.4 Students under 18 must have written confirmation that the new provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements where the student is not living with a parent, legal guardian or suitable nominated relative.

- 2.1.5 Students with a progressive offer on to University of Wollongong (UOW) who have not commenced their 'principal' course and will need a letter of release from both the College and the University of Wollongong to be able to enrol in another institution.
- 2.1.6 The College aims to complete the assessment procedure within 10 working days of the student providing the necessary documentation.
- 2.1.7 All requests, considerations, decisions and copies of letters of release will be placed on the student's file.
- 2.1.8 Students will be notified in writing of the College's decision.
- 2.1.9 The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the College refund policy, independent of this policy. Refer to www.wca.uow.edu.au/policies/refundpolicy

2.2 Requests to transfer from another provider to the College

The following general principles underpin the College approach to assessing requests to transfer to the College from another provider:

- 2.2.1 Students applying to transfer to the College who have not completed 6 months of their principal course must provide an appropriate letter of release in support of their application.
- 2.2.2 Students in receipt of a Government scholarship must provide written support from this Government agreeing to the change.
- 2.2.3 Students can be provided with a "conditional" offer which clearly states that an offer of a place is contingent on their obtaining a letter of release and, if they are under 18, that the College will accept responsibility for their welfare and accommodation when they enrol.
- 2.2.4 The student must have no outstanding fees to be paid to the prior institution or other outstanding matters of concern.
- 2.2.5 If no satisfactory letter of release is obtained from such students, the enrolment process is halted and the student informed that they are unable to transfer at this time. They are able to re-apply when the 6 month period has passed.

3. Letters of Release

3.1 Conditions for Granting a Release Letter

The College will only provide a release letter to students in the first six months of their principal course under the following conditions:

- 3.1.1 The College determines that the student would be better placed in a course not offered by the College.
- 3.1.2 The College ceased to be registered or the course in which the student is enrolled ceased to be registered.
- 3.1.3 Sanctions imposed on the College by the Australian government or the NSW government prevent the student from continuing in the course.
- 3.1.4 Any government sponsor of the student deems that the transfer is in the best interest of the student and has provided written support for the transfer.

3.2 Conditions for Not Granting Release Letter

3.2.1 The College will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:

- 3.2.1.1 The transfer is not in the best interest of the student e.g. it may jeopardise the student's progression through a package of courses.
- 3.2.1.2 The student owes the College course fees.
- 3.2.1.3 The student is applying to study a similar course to that in which the student is already enrolled.
- 3.2.1.4 In Australia, it is suspected that the student is seeking transfer to avoid being reported to Department of Immigration and Citizenship for failure to meet academic progress or attendance.

3.2.2 The Campus Director will make any final decision as to whether to grant a letter of release for any student.

3.2.3 In cases where the transfer request is denied, the College will inform the student in writing with reasons.

3.2.4 Students will also be notified they may access the College's internal complaints and appeals process if they seek a review of the decision. (refer to the WCA Student Grievance Policy Non-Academic)

4. Version Control and Change History

Version Control	Date Released	Date Effective	Approved By	Amendment
1	8/11/07	16/11/07	WCA Academic Board	