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Contact officer	Campus Coordinator	
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1. INTRODUCTION

1.1 Purpose

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code) restricts providers from enrolling transferring students prior to the student completing six (6) months of their principal course of study (or for the duration of the course if the course is less than six months), except for some circumstances outlined in this Policy and Procedure.

2. SCOPE

This policy applies to:

- MEGT Institute
- international students seeking to transfer to MEGT Institute within six months of their principal course
- international students enrolled with MEGT Institute seeking to transfer prior to completing six months of their principal course
- MEGT Institute Marketing, Admissions and Student Services staff.

3. LEGISLATIVE CONTEXT

This policy satisfies the requirements of Standard 7 of the National Code 2018

4. DEFINITIONS

MEGT Institute: MEGT (Australia) Ltd, trading as MEGT Institute.

ESOS Act – Education Services for Overseas Students Act

International students: Overseas students holding a student visa issued by the Australian Government Department of Home Affairs.

Principal course of study: The main course of study leading to the highest qualification on the students' current visa. If the student is on packaged courses, the principal course is the course leading to the highest qualification and the restriction will apply to the first six months of that course and any packaged courses before it.

PRISMS – Provider Registration and International Students Management System. Australian Government Database used to manage international students' Confirmation of Enrolment (CoE).

5. POLICY STATEMENT

MEGT Institute will not knowingly enrol a student wanting to transfer from another provider prior to the student having completed six months of their principal course of study unless:

- the registration of that provider has been cancelled or a sanction has been imposed on its registration
- details of the student's release from previous provider has been recorded on PRISMS
- any government sponsor of the student has provided their written support in considering the change to be in the best interest of the student

A release in PRISMS must be done by the previous provider to enable MEGT to create a new CoE for the student.

5.1 Circumstances where MEGT Institute will release a student:

For international students who wish to withdraw from studies at MEGT Institute prior to completing six months of their principal course and begin studies at another institution:

1. The student must lodge a written request (Amendment of Enrolment) including a valid enrolment offer from another registered provider.
2. The student can demonstrate compassionate or compelling circumstances which necessitate transfer to another provider.
 - a. The student is experiencing academic or personal difficulties which have not been resolved after the student accessed MEGT Institute's support services or an individually tailored intervention strategy was put in place.
 - b. To enable the student to get access to greater support (may be through the services offered by another provider, commercial or non-for-profit services or through access to family, friends or a cultural support network).
 - c. The student's claims or provides evidence that his or her reasonable expectations about the current course are not being met, subject to appropriate Intervention Strategies having already been activated with the student.
 - d. The student provides evidence that he/she was misled by MEGT Institute or an education or migration agent representing the Institute or its courses, which constitutes a breach of the ESOS Act.
3. An appeal supports the student (internal or external) on a matter that may reasonably result in the student wishing to seek a transfer.
4. Applications based on reasons that the principal MEGT course does not meet the students' educational, work/career or personal aspirations will be considered. However, unless compelling reasons are provided to support these claims, MEGT will not accept these as valid reasons and will require students to complete six months of their principal course.

5.2 Reasons for not releasing a student may include but not be limited to:

1. The transfer may jeopardise the student's progression through a package of courses.
2. The student has recently started studying the course and the full range of support services are yet to be provided or offered to the student.
3. MEGT Institute will implement or is in the process of implementing an Intervention Strategy to support the student and review the issue within a timeframe negotiated with the student.
4. If the student is trying to avoid being reported to the Department of Home Affairs for failure to meet MEGT Institute's academic progress requirements.
5. The student has outstanding fees.
6. The student has not completed more than six months of their principal course.
7. The student is experiencing course schedule conflict with personal, work, or non-study commitments.
8. The student's claims cannot be supported by sufficient, authentic and compelling evidence.

6. PROCEDURES

6.1 Procedures for MEGT Institute students transferring to another registered provider:

1. Students who wish to transfer to another registered provider must complete an Amendment of Enrolment Form, available from Student Services. Supporting documentation must accompany the application.
2. The Manager International Education or nominated delegate has authority to make a determination on the application.
3. While their application is being considered, students must continue to attend all scheduled classes of their course until they have been notified of the outcome of their application.
4. If the student requires to be released, they must (at a minimum) attach a Letter of Offer from the provider to which they are transferring.

5. MEGT Institute will respond to the application within 10 working days of receipt of the completed Amendment of Enrolment Form.
6. While MEGT Institute is under no obligation to release a student prior to completion of six months of study in their principal course, MEGT Institute will generally agree to a request from an international student unless the reasons listed in 5.2 apply.
7. If a release is not granted, the student will be notified in writing of the reasons for the decision.
The student is advised that he/she is able to lodge an appeal against MEGT Institute's decision within 20 working days of the date of the decision and in accordance with MEGT Institute's Complaints and Appeals Policy and Procedure (EDN-008-I-POL).
8. When a student transfers to another registered provider, MEGT Institute is required to inform the Department of Home Affairs via the PRISMS system on the date the release is effective unless otherwise requested in the application. The student is advised to contact the Department of Home Affairs to determine whether a new student visa is required.
9. MEGT Admissions will not finalise refusal status in PRISMS until any appeal lodged by student under the MEGT Complaints and Appeals Policy is finalised and found in favour of MEGT's decision to refuse.
10. Any refunds of course fees paid to MEGT Institute will be assessed in accordance with the Institute's refund policy.

6.2 Students applying to transfer to MEGT Institute from other education providers:

1. MEGT Institute will not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of the principal course of study except where:
 - the original registered provider has released the student via PRISMS
 - 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 had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing their principal course
2. When the Conditional Letter of Offer is issued to a student that has been with their previous registered provider for a period of less than six months of their principal course, MEGT Admissions will advise the applicant that they will need to provide the appropriate documentation (for example, release on PRISMS from their previous registered provider; evidence that their original provider has ceased to operate or has a sanction imposed on it; or written support from a government sponsor) before a CoE can be issued.
3. MEGT Admissions will not create a new CoE via PRISMS and will advise applicant that a CoE not be issued until the releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS.

6.3 Retention of Requests

MEGT Institute will ensure that records of all requests from overseas students for a release, the assessment of, and the decision regarding, the request for two years after the overseas student ceases to be an accepted student.

7. RELATED POLICIES AND PROCEDURES

EDN-008-I-POL Complaints and Appeals Policy and Procedure

EDN-010-I-POL Monitoring Course Progress Policy and Procedure

EDN-016-I-POL Compassionate and Compelling Circumstances Policy

EDN-018-I-POL MEGT Fees, Charges and Refund Policy

EDN-026-I-POL Student Records Archiving, Retention and Retrieval Policy and Procedure

8. IMPLEMENTATION

EDN-007-I-POL Transfer Between Registered Providers Policy and Procedure is made available via MEGT Institute's websites externally and on the MEGT Intranet internally. Detailed procedures that are recommended in order to carry out the intent of the policy.

9. RESPONSIBILITIES

The relevant Campus Coordinator will review this policy annually, or in case of legislative changes requiring amendments.

10. ATTACHMENTS

[EDN-007-FORM A MEGT Amendment of Enrolment Form](#)

[EDN-007-FORM B Letter of Refusal](#)

11. PROCESS MAP

N/A