



The Canberra Training School Pty. Ltd. T/A CANBERRA BUSINESS AND TECHNOLOGY COLLEGE

Transfer Policy

Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.

Transferring to CBTC from another provider

CBTC will not knowingly enroll a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study except where:

- the releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered
- the releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that registered provider
- the releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS
- any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change.

Transferring from CBTC to another provider

Students can apply for release to enable them to transfer to another education provider.

- Applications for transfer from a student must:
 - Be in writing on the prescribed CBTC's 'Transfer of Provider Form';
 - Relate to and provide details about the student's individual circumstances;
 - Provide details as to the reasons why the application should be approved.
- In order to apply for a release, students must provide a valid enrolment offer from the receiving provider. Students under 18 years of age MUST also have;
 - Written evidence that the student's parent(s)/legal guardian supports the transfer
 - 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(s)/legal guardian or a suitable nominated relative
 - Evidence that the student is always in DHA approved welfare and accommodation arrangements
- All applications for transfer will be considered within 10 working days and the applicant notified of the decision. This period may be extended if the applicant fails to provide all relevant information/ documentation, however in such instances CBTC will advise the student of the additional information/documentation required to make the decision.
- Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs office as soon as possible to discuss any implications.

Contact details are:

Tel: 131 881

E: studentvisa@immi.gov.au



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Release will be considered on the following grounds:

A release will be granted when CBTC is satisfied that:

- A course is academically unsuitable for the student; or
- The course the student wishes to transfer to better meets the long term goals of the student, whether these relate to future work, education etc; or
- The student has not been able to achieve satisfactory course progress even after participating actively in the CBTC academic intervention policy; or
- Compassionate or compelling reasons for the transfer exist; or
- CBTC fails to deliver the course outlined in the written agreement; or
- There is evidence that the student's reasonable expectations about their current course are not being met; or
- The student can provide evidence that he/she was misled by CBTC or its appointed representative regarding the course or CBTC; or
- An internal or external appeal results in a decision or recommendation to release the student.

If the application is successful CBTC will:

- Process the release of the student via PRISMS at no cost to the student
- advise the student to contact the Department of Immigration to seek advice on whether a new student visa is required
- update PRISMS to indicate that the release has been granted against the relevant COE

Release not granted

A release will be refused if a student is unable to provide satisfactory evidence that his/her course does not meet the long-term goals of the student or it is academically unsuitable, or that the student cannot demonstrate compassionate or compelling circumstances for the transfer exit.

Specifically, a release request will not be granted if:

- CBTC forms the view that the student is trying to avoid being reported to the Department of Home Affairs (DHA) for failure to meet the provider's attendance or academic progress requirements (in cases where the student has not fully engaged with the academic intervention opportunities provided by CBTC);
- The transfer may jeopardise the student's progressions through a package of courses; or
- The intended course will not provide adequate preparation for further study, nor be recognised by higher education or VET providers as meeting their entry requirements and the transfer would be detrimental to the student's future study plans.
- CBTC fees for the course that the student is currently enrolled in have not been paid in full. This includes any balance instalment payments applicable to the course. (Students are advised to read the CBTC Refund Policy prior to seeking a release, as any pre-paid fees for future courses within a packaged program will not be refunded after the student has commenced their study at CBTC)



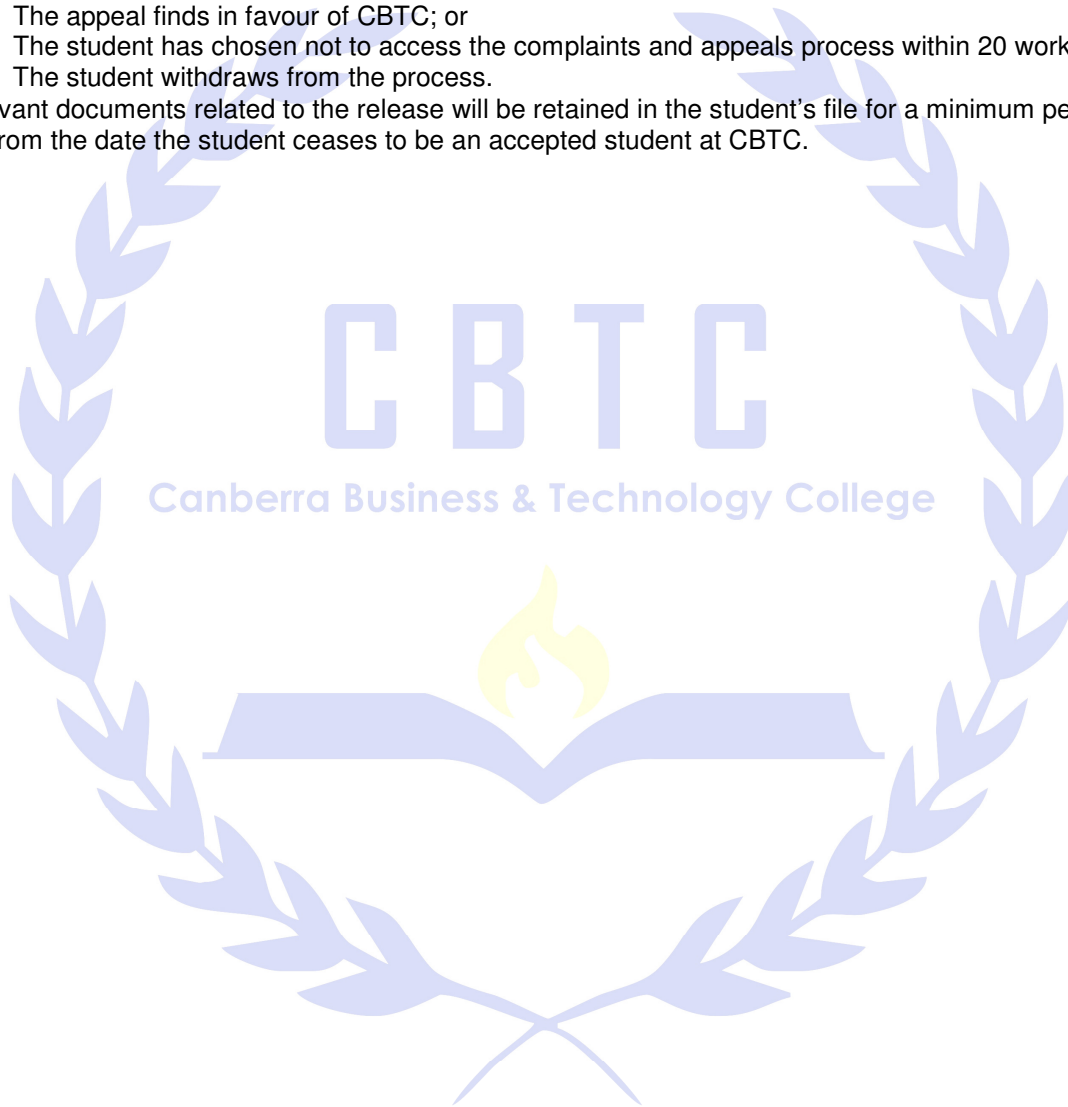
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Students whose request for transfer has been refused will be informed in writing of:

- The outcome and the reasons for the decision and the factors taken into consideration given the student's individual circumstances.
- Their right to appeal the decision within 20 working days in accordance with CBTC complaints and appeals policy.

Administrative Actions

- CBTC must not finalise the student's refusal status in PRISMS until:
 - The appeal finds in favour of CBTC; or
 - The student has chosen not to access the complaints and appeals process within 20 working days; or
 - The student withdraws from the process.
- All relevant documents related to the release will be retained in the student's file for a minimum period of two years from the date the student ceases to be an accepted student at CBTC.





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