

1 Purpose

1.1 All student visas are granted with the 'No Change of Provider' condition. This means that international students must stay with JPIC for the first 6 months of their principal course. If the student is enrolled in a package of courses, they must stay with JPIC for the length of the prerequisite courses, and then the first 6 months of the main course. In addition JPIC will not knowingly recruit or enroll a transferring student from another education provider prior to 6 months of their principal course being completed. This policy does not apply to students who have already completed 6 months of their principal course.

2 Responsibility

2.1 Administration Manager

3 Definitions

3.1 Principal course:

The principal course of study is the highest qualification (normally the last course) covered by the student's visa. Standard 7 also applies to all courses of study prior to the student's principal course.

3.2 6 months of principal course

This means completion of six calendar months of the principal course of study from the date that the student commences the course.

4 Requirements / Process

4.1 Circumstances where student transfer is allowed within six months:

- (a) the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- (b) the original registered provider has provided a written letter of release;
- (c) 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 his or her principal course; or
- (d) any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

4.2 Transfers to JPIC

- (a) Onshore international students who are bound by "No Change of Provider" condition, and wish to enroll in a JPIC course, must submit a release letter from their current provider before JPIC will issue an eCoE.

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- (b) Our Admissions department may use the JPIC application form, PRISMS or a copy of the student's visa in the passport to ascertain the principal course and whether they satisfy the 6 month ruling.

4.3 Transfer from JPIC to another provider

- (a) Onshore international students who are bound by "No Change of Provider" condition, and wish to enroll into a course at another provider must submit a Transfer Request Form along with a valid letter of offer from the other provider to the Administration Manager for consultation in the first instance to check finance and validity of request.
- (b) A transfer will only be granted under the circumstances listed at 4.1 and a letter of release will be provided within 10 working days of the transfer request being lodged with the Administration Manager.
- (c) Where a release letter has been granted, the Admissions Department will submit a course variation through PRISMS using the 'transferred to another provider variation'. A copy of course variation will be placed in the student's file.
- (d) Where a release letter has been granted, it will be issued at no cost to the student and student will be advised that they need to contact DIBP to seek advice on whether a new student visa is required.
- (e) Where JPIC does not grant a letter of release, the student will be provided with written reasons for the refusal of the request within 10 working days and will be informed of his/her right to appeal the decision, in accordance with the Student Complaints and Appeals procedure.
- (f) Students will not be granted a release letter, where it would be detrimental to the student. For example if the student has been placed on an intervention strategy for failure to meet JPIC attendance or academic progress requirements.
- g) JPIC will refuse a transfer unless the student has a valid enrolment offer from the receiving provider.

4.4 Records

- (a) JPIC will maintain records of all requests from students for a letter of release and the assessment of, and decisions regarding the request on the student's file.

5 Related Documents

- Transfer Request Form

6 Version History

Number	Date	Reason	Prepared by	Approved By
1.0	June 2010	New Policy	Nina Pearce	Johnson Pearce
2.0	July 2012	Reviewed and updated	Nina Pearce	Johnson Pearce
3.0	January 2015	Reviewed and updated for audit	Nina Pearce	Johnson Pearce

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