

OVERSEAS STUDENT TRANSFER AND RELEASE PROCEDURE: CCSC

Version	1.00	Number of pages	3
Responsible officer	Director of Student Services		
Contact	Director of Student Services, andrek@morling.edu.au		
Approving Authority	Vice-Principal (Students and Community)		
Keywords	International student; CCSC; Counselling; Transfer; Release; Enrolment		
Access level <i>Select from the drop-down menu</i>	Public		
Dissemination Range	DSS staff; CCSC staff		
Approval date	January 2024		
Effective date	8 January 2024		
Review date	January 2026		
Superseded documents			
Compliance References	National Code Standard 7		
Document classification <i>Select from the drop-down menu</i>	Student Services and Administration		

1. PURPOSE

To outline the process by which an overseas student enrolled in Counselling at Morling College (MC) may apply to transfer to another registered provider, and how MC will process these applications, in accordance with the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*, which was established under the *Education Services for Overseas Students (ESOS) Act 2000*.

2. DEFINITIONS

The following definitions apply for the purpose of this procedure:

Key Term - Acronym	Definition
DSS	Director of Student Services
MC	Morling College
OLO	Overseas Liaison Officer
Paradigm	Education management system
PRISMS	Provider Registration and International Student Management System

3. STEPS

STEP 1 – APPLY FOR A RELEASE OR TRANSFER

- 3.1 Student's requesting for a release or transfer request from MC must provide a written request to the Overseas Liaison Officer (OLO). The request must include the reasoning of their request and any additional documentation as supporting evidence and claims.
- 3.2 The OLO may request additional information from the applicant to clarify the request and reasoning of the release or transfer request.

STEP 2 – ASSESS AND NOTIFY THE OUTCOME

- 3.3 The OLO will assess the request for a release or transfer, in accordance with requirements under the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.
- 3.4 If the request is approved, the OLO will communicate the outcome to the student.
- 3.5 If the request is not approved, the OLO will communicate the outcome to the student of the refusal, together with advice and access to MC's appeals policy and procedures. The student will be granted 20 working days to submit an appeal in accordance with policy.

STEP 3 – PROCESS THE RELEASE OR TRANSFER

- 3.6 Should the student provide a letter from another registered provider confirming a valid enrolment offer has been made, the OLO will process the Letter of Release from MC.
- 3.7 The OLO will update the PRISMS database accordingly.
- 3.8 The Academic Services team will be notified of the approval, and will update the student's record on Paradigm accordingly.

4. RELATED DOCUMENTS AND LEGISLATION

Internal

- Grievance Policy EDU CCSC MRC
- Grievance Procedure EDU CCSC MRC
- Overseas Student Release and Transfer Policy CCSC

External

- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

5. REFERENCES

Nil

6. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1.00	Vice-Principal (Students and Community)	8 January 2024	8 January 2024	Procedure created

Download this document anew with each use, as it may have changed.