

OVERSEAS STUDENT RELEASE AND TRANSFER POLICY: CCSC

Version	2.00	Number of pages	5
Responsible officer	Vice-Principal (Students and Community)		
Contact	Director of Student Services, andrek@morling.edu.au		
Approving Authority	Academic Board		
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; Overseas counselling students		
Approval date	7 February 2024		
Effective date	7 February 2024		
Review date	February 2027		
Superseded documents	Overseas Students Release and Transfer Policy: Counselling V1.01		
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 conditions and circumstances when an overseas student studying in Australia on a student visa may apply to transfer to another registered provider prior to the completion of six months of study of their principal program, 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 policy:

Key Term or Acronym	Definition
CoE	Confirmation of Enrolment
DSS	Director of Student Services
MC	Morling College
National Code	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
Overseas student	A student studying in Australia on a student visa
Student	Overseas student

3. SCOPE

This policy applies to:

- All overseas students on a student visa, enrolled in courses in Counselling at MC.
- Overseas Counselling students who have been issued with a package offer for more than one course, the principal course being the program of study at MC.
- MC staff.

This policy does not apply to the following:

- Domestic students.
- Those on a visa other than a student visa.
- Overseas students at MC enrolled in the faculty of Bible and Theology. Refer instead to the corresponding Australian College of Theology policy.

4. POLICY STATEMENT

Morling College commits to complying with the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code)*, in regards to transferring overseas students.

5. PRINCIPLES

- 5.1 After completing the first six months of the principal course, no restrictions apply to an overseas student seeking to transfer.
- 5.2 MC has determined circumstances where it will:
 - 5.2.1 Approve and refuse a student's request to transfer to another provider prior to the completion of six months of study in the principal course or
 - 5.2.2 Approve and refuse a student's request to transfer from another provider prior to completion of six months of study in the principal course.
- 5.3 A student may not transfer from one registered provider's course to another prior to the student completing a minimum of six months of that principal course, except when:
 - 5.3.1 The original provider or course in which the student is enrolled has ceased to be registered or
 - 5.3.2 The original provider has had a sanction imposed on its registration that prevents the student from continuing his/her course or
 - 5.3.3 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 or
 - 5.3.4 The releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS.

Students seeking to enrol at Morling College

- 5.4 MC will not enroll a student wishing to transfer from another registered provider's course prior to the student completing a minimum of six months of that principal course, except when they fulfill one or more of the eligible circumstances above (5.3).
- 5.5 In the case of the releasing provider agreeing to the release, MC will only enroll a student wishing to transfer from another registered provider's course when provided with a Letter of Release and good reports (see next).

Letter of Release

- 5.6 Students wishing to transfer to MC before completing six months of study in their principal course for reasons other than those outlined above will need to request a letter of release from their primary provider.
- 5.7 Once a letter of release has been provided, students are welcome to apply for admission to a CRICOS-approved course at MC and for a Confirmation of Enrolment (CoE) to be issued.

Good reports

- 5.8 MC will only enrol a student who has completed, or partially completed, another relevant course if MC is satisfied that:
 - 5.8.1 the student had demonstrated a commitment to studies in that previous course; and
 - 5.8.2 had a good attendance record for that course; and
 - 5.8.3 had paid all the fees required for that course.
- 5.9 At application, students who have previously enrolled in relevant courses must authorise the Director of Student Services (DSS) at MC to obtain official records and other information about commitment to study, attendance and fee payment history from relevant educational institutions attended by the student.
- 5.10 Only if the student has good reports in each of these areas will admission be approved.

Students seeking release from Morling College

- 5.11 Students who request to transfer from MC before they have completed six (6) months of study in their principal course for an eligible reason must apply to DSS for a Letter of Release.
- 5.12 The request for a Letter of Release must contain a written explanation, and supporting evidence, of the eligible reason(s), as well as a letter from another registered provider confirming that a valid enrolment offer has been made.
- 5.13 Applications for release will be assessed based on the *Circumstances Eligible for Transfer* (below). MC reserves the right to also take into consideration factors, including individual circumstances of a student, beyond those listed.

Circumstances eligible for transfer

- 5.14 The new course is deemed to be in the best interest of the student's future career.
- 5.15 Compassionate and compelling circumstances as determined by the Academic Dean.
- 5.16 The student is struggling academically, the course is not appropriate and there are no relevant alternatives at MC.
- 5.17 The student can provide evidence that his or her reasonable expectation about the current course are not being met.
- 5.18 The student has evidence that they have accessed MC's support services available to them, and that the student has shown evidence of a genuine effort to engage with these support services to seek resolution of any difficulties they are encountering in progressing in their course.

Circumstances not eligible for transfer

- 5.19 The request is made within the first four weeks of the principal course commencing.
- 5.20 MC determines that the transfer would be detrimental to the student's future study plans.
- 5.21 MC believes that the student is trying to avoid being reported to DIAC for failure to meet MC's attendance or academic progress requirements.
- 5.22 It is believed the student is deliberately trying to manipulate the Australian student visa system.
- 5.23 The student has not exhausted access to MC's support services for assistance with study or personal issues
- 5.24 The student has outstanding fees to MC.
- 5.25 Claims of financial hardship.
- 5.26 The student decides they would prefer to study at an institution with lower fees.
- 5.27 Change of mind.

Correspondence and records

- 5.28 MC will grant a Letter of Release at no cost to the student when the transfer has been approved (where applicable) and the student has provided a letter from another registered provider confirming that a valid enrolment offer has been made.
- 5.29 On granting of a Letter of Release, the student will need to contact the nearest Department of Home Affairs office to seek advice on whether a new student visa is required.
- 5.30 If MC does not approve the transfer, the student will be provided with a written reason for the refusal together with advice that he or she is able to

access MC's appeals policy and procedure and that the student has 20 working days to do so.

- 5.31 MC will ordinarily respond to all students' requests for transfers within five business days of receipt of the request.
- 5.32 MC will maintain a record of all requests from students for a Letter of Release and the assessment of and decision regarding, the request on the student's file.

Cancellation of enrolment and refunds

- 5.33 Students granted a Letter of Release approving transfer to another institution must cancel their enrolment and apply for a refund of fees (if applicable).
- 5.34 Students may be subject to academic or financial penalty for cancellation of enrolment in accordance with MC's Written Agreement and policies.

6. RELATED DOCUMENTS AND LEGISLATION

Internal

- Grievance Policy CCSC EDU MRC
- Grievance Procedure CCSC EDU MRC
- Student Support Policy CCSC EDU

External

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

7. REFERENCES

Australian College of Theology Overseas Student Release and Transfer Policy

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
2.00	Academic Board	7 February 2024	7 February 2024	General review. Minor name change to the policy. Added Student Support Policy to 6.
1.01	Policy Coordinator	Feb 2023	Feb 2023	Header table updated to the latest version, including addition of keywords.
1	Academic Board	11 September 2019	11 September 2019	New

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