



**(722) Overseas Student Transfer Policy**



# Overseas Student Transfer Policy (722)

Date Approved	June 2014	Date of next Review	June 2015
Approved By	Board		
Custodian	Stuart Rushton		
Relating documents and Forms	700 Overseas student Policy		
References and Legislation	National Code Standard 7		

## (722) Overseas Student Transfer Policy

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### 1. Purpose

The purpose of this policy is to ensure that Lorien Novalis fully complies with the Education Services for Overseas Students Act 2000 and the requirements of Standard 7 of the National Code of Practice 2007 for administering requests from international students holding a student visa seeking a transfer between registered providers.

### 2. Scope

This Policy is for:

- Overseas students who are would like to transfer to or from Lorien Novalis School's Overseas Students program
- Other Providers
- Lorien Novalis Staff



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### 3. Transfers

#### 3.1 Transfers From Lorien Novalis

Overseas students seeking to transfer from Lorien Novalis to another registered provider prior to completion of the first 6 calendar months of their course must seek approval to transfer and obtain a Release letter.

Lorien Novalis will issue a Release letter only if:

- The course is academically unsuitable for a student - eg where a student is better suited to a different learning environment or the course does not meet their educational or developmental needs or
- Compassionate or compelling reasons for the transfer exist

As required by ESOS NC07, S7.3, before the Release letter is issued:

- the student must present a valid letter of offer of enrolment with the receiving provider
- if the student is under the age of 18, written evidence is required that the
  - student's parent or legal guardian supports the transfer
  - new provider will accept responsibility for approving a student's accommodation, support and general welfare.

In accordance with ESOS NC07, S7.2 (b), Lorien Novalis will refuse to issue a Release letter if the transfer would be considered detrimental to the student and the circumstances for approving the grant of a Release letter have not been satisfied. A student who has unpaid course fees for the current study period will be refused the issue of a Release letter. Factors that would be considered detrimental to the student include:

- a student requires or has access to particular support services that will not be delivered by the receiving provider or accessible by the student following the transfer.

The university will assess and respond to the application within 10 working days.



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#### 3.2 Transfers To Lorien Novalis

Overseas students within the scope of this policy who seek to transfer to Lorien Novalis prior to completion of the first 6 calendar months of their course, will be issued with a CoE only if:

1. The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
2. The original registered provider has provided a written letter of release;
3. 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 course; or
4. 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; and
5. If the student is under the age of 18, there is written evidence that the student's parent or legal guardian supports the transfer and Lorien Novalis has put arrangements in place for approving a student's accommodation, support and general welfare arrangements.

Note: ESOS NC07, S5 requires that where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, registered providers ensure the arrangements made to protect the personal safety and social well-being of those students are appropriate.

ESOS NC07, S7 states that the letter of release, if granted, must be issued at no cost to the student. Where a request for a letter of release is refused, the student must be advised in writing of the reasons for the refusal and of the right to appeal the decision. Records of all requests for letters of release, the assessment of the application and decision will be maintained.

#### 7. Version Control

Version Control	Date Effective	Approved By	Amendment
1	June 2014	Stuart Rushton	First Version