

Procedure Name	INTERNATIONAL STUDENT TRANSFER BETWEEN REGISTERED CRICOS PROVIDERS PROCEDURE
Procedure Number	A018_PR_HE (Academic)
Purpose	This procedure ensures that Whitehouse fully complies with the <i>Education Services for Overseas Students Act 2000</i> and the requirements of Standard 7 of the National Code of Practice 2018 (NC18) for administering requests from international students holding a student visa seeking a transfer between registered providers.
Scope	<ul style="list-style-type: none"> • International students holding a student visa seeking to transfer within the first 6 months of their principal course of study • Organisational units with responsibility for approving and refusing and or processing transfer requests for students who hold a student visa: <ul style="list-style-type: none"> ○ Academic ○ Admissions.
Procedure	<p>1. Students Seeking to Transfer from Whitehouse</p> <p>1.1 Lodgement of Application</p> <p>The student must request an ‘Application for Release - International Students’ form from Student Administration.</p> <p>Students who have not yet commenced their principal course at Whitehouse may submit the application directly to Student Administration.</p> <p>The student must supply the following information or supporting documentation:</p> <ul style="list-style-type: none"> • a statement of reasons for the Release request • a copy of the Offer letter from the new receiving registered provider • if the application has been approved because the student has been misled, Admissions will report back to the responsible organisational area the reason for the approval. <p>1.2 Assessment of Application</p> <p>The application will be assessed when the student provides complete documentation as outlined above.</p> <p>Whitehouse Professional and Academic Staff must:</p> <ul style="list-style-type: none"> • make a decision on the application and provide a response to Student Administration within five working days • record the reason for the decision on ESOS Notes in EduPoint and • if the application has been approved because the student has been misled, student administration will report back to the responsible parties.

Admissions:

- If the student has not commenced their principal course, student administration must assess the application in consultation with the responsible student recruitment officer
- it must make a decision on the application within five working days and
- record the reason for the decision on ESOS Notes in EduPoint.

1.3 Issue of Approval or Refusal

Whitehouse or Student Administration must:

- issue approval or refusal through PRISMS within 24 hours of decision
- Place on EduPoint:
 - a copy of the application and supporting documents
 - a copy of the communications regarding the decision and
 - a copy of the letter or email issued to student.

1.4. Right to Appeal

If the application for a Release is refused, students will be advised of their right to appeal the refusal in accordance with Student Grievance and Complaints Policy (GO) within 25 working days.

In accordance with standard 10 of the National Code 2018 the appeal process must commence within 10 working days of the formal lodgement of the appeal and every reasonable effort is taken to finalise the process as soon as practicable.

1.5. Student Discontinuation following Release Approval

If the application for a Release is approved and the student wishes to accept an offer at another institution, it is the student's responsibility to formally discontinue from their Whitehouse course. To discontinue from a course, students must complete notification to Withdraw or Defer form and submit it to student administration for processing. Students must not discontinue from their course before release approval.

2. Students Seeking to Transfer to Whitehouse

2.1. Application

The student must:

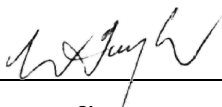
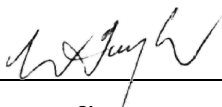
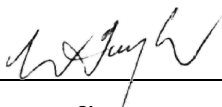
- complete the normal admissions process for international students, indicating whether applying to transfer within the first six months of their principal course, and
- lodge the application with Student Administration.

2.2. Assessment of Application

If the student is seeking to transfer within the first six months of the principal course, Admissions must:

- sight Release approval through PRISMS
- issue a Confirmation of Enrolment (CoE) if release is confirmed and if the student is eligible for the course for which they have applied and has an offer for this course
- If the student is not seeking to transfer within the first six months of the principal course, Admissions will process the application according to standard business processes.

Relevant Legislation	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2015 • 2016 Higher Education Support Act (2003) • Australia Qualifications Framework (AQF)
Key Related Documents	<p>Student Admission Policy</p> <p>Whitehouse Institute of Design, Australia Code of Conduct</p> <p>Advanced Standing Policy</p> <p>Articulation and Credit Transfer policy</p> <p>Student Grievance Procedure</p>
Definitions	<p>The following definitions apply for the purpose of this Procedure.</p> <p>ATAR: Australian Tertiary Admission Rank.</p> <p>Bonus ATAR Scheme: a method of awarding bonus points to applicants based on their performance in selected high school subjects that are relevant to the course they have applied for.</p> <p>Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS): register of accredited Australian education institutions and the courses they are approved to offer to overseas students.</p> <p>Credit: the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.</p> <p>Entry requirements: the minimum requirements for course entry. Entry requirements may vary from one course or program to another.</p> <p>FEE-HELP: an Australian Government loan scheme that assists eligible fee paying students pay all or part of their tuition fees for a higher education course.</p> <p>HSC: NSW Higher School Certificate.</p> <p>IELTS: International English Language Testing System.</p> <p>Recognition of prior learning (RPL): an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.</p> <p>TOEFL: Test of English as a Foreign Language.</p> <p>VCE: Victorian Certificate of Education.</p> <p>VET: Vocational Education and Training.</p>
Responsible Officer	Academic Director
Approval Authority/ Authorities	<p>Joint Executive Directors</p> <p>Academic Board</p>
Date Approved	02/05/2019

Date of Commencement	03/05/2019								
Date for Review	02/05/2022								
Documents superseded by this Procedure	Admission Policy and Procedure (06/02/2013)								
Amendment History	<p>02/2019 Updating – Students Seeking to Transfer from Whitehouse in accordance with Standard 7 of the National Code 2018.</p> <p>05/2018 Re-branding – Header & Footer only</p> <p>10/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments.</p>								
Signed and dated for Whitehouse Pty Ltd	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; vertical-align: middle;"></td> <td style="width: 33%; text-align: center; vertical-align: middle;">Leslie Taylor</td> <td style="width: 33%; text-align: center; vertical-align: middle;">2/5/19</td> </tr> <tr> <td style="text-align: center;">Signature</td> <td style="text-align: center;">Name</td> <td style="text-align: center;">Date</td> </tr> </table>				Leslie Taylor	2/5/19	Signature	Name	Date
	Leslie Taylor	2/5/19							
Signature	Name	Date							

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management Academic Staff Administration Staff Applicants to HE Programs Students