

Policy & Procedure

Assessment of Overseas Student Transfer Requests

1. Purpose

This policy and procedure outlines the framework for assessing requests from overseas students seeking to transfer into or out of Alphington Grammar School in compliance with the **Victorian Registration and Qualifications Authority (VRQA)** standards and the **National Code of Practice for Providers of Education and Training to Overseas Students 2018**.

2. Scope

This policy applies to:

- All overseas students enrolled under a student visa.
- All staff involved in admissions, student support, compliance, and administration.

3. Policy Statement

Alphington Grammar School ensures that:

- Overseas student transfer requests are assessed fairly, transparently, and consistently.
- Transfers are managed in accordance with Standard 7 of the National Code.
- Students are not disadvantaged by the transfer process.
- Decisions are documented and auditable for VRQA compliance.

4. Definitions

- **Overseas Student:** A student studying in Australia on a student visa.
- **Principal Course:** The main course of study to be undertaken by the student.
- **Letter of Offer:** A formal offer issued by another provider.
- **Release:** Formal approval for a student to transfer to another provider.
- **PRISMS:** Provider Registration and International Student Management System.

5. Policy Principles

Alphington Grammar School will:

- Assess all transfer requests within **10 working days**.
- Not knowingly enrol a student wishing to transfer from another provider within the first 6 months of their principal course unless permitted.
- Provide written outcomes with reasons.
- Maintain records of all transfer decisions.
- Ensure no financial or academic penalties are unfairly applied.
- Alphington Grammar School will only release the CoE and CAAW upon receipt of confirmation of an application for approved accommodation and welfare services and payment of course fees, from the new institution.

6. Procedure

6.1 Incoming Transfer Requests (Students transferring INTO Alphington Grammar School)

Step 1: Application Submission

- Student submits:
 - Valid Letter of Offer from the RTO.
 - Evidence of enrolment with current provider.
 - Academic records.
 - Evidence of release (if within 6 months of principal course).

Step 2: Verification

- Admissions staff verify:
 - Student visa status.
 - Course progression.
 - Validity of release from current provider.

Step 3: Assessment

- Confirm whether:
 - The student has completed 6 months of their principal course; OR
 - Has a valid release from their current provider.

Step 4: Decision

- If compliant → proceed with enrolment.
- If non-compliant → decline and provide written reasons.

Step 5: PRISMS Reporting

- Issue Confirmation of Enrolment (CoE) only after requirements are met.

6.2 Outgoing Transfer Requests (Students transferring OUT of Alphington Grammar School)

Step 1: Application Submission

- Student submits:
 - Written request for release.
 - Letter of Offer from another CRICOS-registered provider.

Step 2: Assessment Criteria

Release will be granted where:

- The course is unsuitable for the student.
- There is evidence of compassionate or compelling circumstances.
- Alphington Grammar School has failed to deliver the course as agreed.
- There is clear evidence the transfer is in the student's best interest.

Release will normally be refused where:

- The transfer is considered detrimental to the student.
- The student has outstanding fees.
- The student is attempting to avoid academic progress requirements.

Step 3: Decision Timeline

- Outcome provided within **10 working days**.

Step 4: Notification

- Student receives written notification including:
 - Outcome (approved/refused).

- Reasons for decision.
- Appeal process information.

Step 5: PRISMS Update

- If approved → release recorded in PRISMS.
- If refused → no PRISMS action until appeal outcome.

6.3 Appeals Process

- Students may appeal within **20 working days** of decision.
- Appeals are managed under the Alphington Grammar School Complaints and Appeals Policy.
- Student enrolment is maintained during the appeal process.
- PRISMS status is not updated until appeal is finalised.

7. Documentation and Record Keeping

Alphington Grammar School will maintain:

- Transfer request forms.
- Supporting documentation.
- Assessment records.
- Outcome letters.
- PRISMS records.

Retention period: **Minimum 2 years after student ceases enrolment.**

8. Compliance Requirements

This policy aligns with:

- National Code 2018 – Standard 7 (Overseas Student Transfers)
- ESOS Act 2000
- VRQA Guidelines for VET Providers
- Student visa conditions

9. Roles and Responsibilities**Admissions Officer**

- Collect and verify documentation.
- Conduct initial assessment.

International Student Coordinator

- Ensure decisions meet regulatory requirements.
- Oversee PRISMS reporting.
- Provide guidance to students.
- Assist with appeals process.

10. Monitoring and Review

- Policy reviewed annually or upon regulatory change.
- Internal audits conducted to ensure VRQA compliance.
- Continuous improvement actions documented.

11. Related Documents

- Enrolment Policy
- Complaints and Appeals Policy
- Course Progress Policy
- Student Handbook