



## Policy & Procedure

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**Policy Name:** Student Transfer Request Assessment Policy & Procedure

**Version:** 1.0

**Approved By:** CEO

**Date Approved:** 12/10/2007

**Authority:** Registrar

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In accordance with **Standard 7** of the *National Code 2007*, this policy outlines the procedures for assessing requests from international students for a transfer between registered providers prior to the student completing six months of the principal course of study.

**Raffles College of Design and Commerce (Raffles) must not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study except where:**

- a. the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered
- b. the original registered provider has provided a written letter of release
- c. 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 principal course, or
- d. 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.

**Raffles will grant a student transfer request in any circumstance that the Registrar does not consider detrimental to the student.**

Raffles must grant a letter of release only where the student has:

- a. provided a letter from another registered provider confirming that a valid enrolment offer has been made, and
- b. where the student is under 18;
  - i. the registered provider has written confirmation that the student's parent or legal guardian supports the transfer, and
  - ii. where the student is not being cared for in Australia by a parent or suitable nominated relative, the valid enrolment offer also confirms that the registered provider will accept that responsibility for approving the student's accommodation, support and general welfare arrangements as per Standard 5 (Younger students).

A letter of release, if granted, must be issued by the Registrar at no cost to the student within 10 working days, and must advise the student of the need to contact DIAC to seek advice on whether a new student visa is required.

Where Raffles does not grant a letter of release, the student must be provided with written reasons for refusing the request and must be informed of his or her right to appeal Raffles' decision in accordance with Raffles' Grievance and Appeals Policy and Procedures (available at [www.raffles.edu.au](http://www.raffles.edu.au) and the Student Handbook).

The Registrar must maintain records of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the student's file.

*Reference: <http://aei.dest.gov.au/AEI/ESOS/NationalCodeOfPractice2007/default.htm>*