

Australian Islamic College of Sydney

International Student Transfer Policy and Procedure



Australian Islamic College of Sydney policies have a commitment to Australian Islamic ethos and values, and should be read in conjunction with other policies and procedures and with relevant legislation.

POLICY REVIEW

The policy will be reviewed not less frequently than once every two years or when legislations changes.

POLICY DATES

Implemented	2024	Reviewed	January 2025
Next Review Due		January 2027	

POLICY OWNER

Mohammed Riaaz Ali
PRINCIPAL

POLICY APPROVER

AICS Board

POLICY

Australian Islamic College of Sydney (AICS) will not knowingly enrol an overseas student wishing to transfer from another registered provider's course until after the first 6 months of their first school course, except in certain circumstances noted in the procedures below. Australian Islamic College of Sydney (AICS) will consider requests from an overseas student seeking to transfer to another school as required by the National Code Standard 7.

The processing of applications to transfer to another school provider will be at no cost to the overseas student and parent/legal guardian.

PROCEDURE

Transferring into AICS within the first 6 months at another school (receiving provider)

1. If an overseas student requests a transfer into AICS in the first 6 months of their first school course at another school, the transfer request must be made in writing at enrolment@aics.nsw.edu.au and must be submitted to Enrolment officer.

Additional documentation that must be submitted with the email includes:

- application for enrolment for an overseas student
 - all requirements from the *Assessment of English Language Proficiency and Educational Qualifications Policy and Procedures*
 - a completed Recognition of Prior Learning and Course Credits application form
 - written confirmation the overseas student's parent/legal guardian supports the transfer if the overseas student is under 18
 - documentation supporting/outlining grounds for transfer.
2. If the overseas student is within the first 6 months of their first school course at another school, Principal will only consider an application for enrolment if any of the following apply:
 - the releasing school provider, or the course in which the overseas student is enrolled, has ceased to be registered
 - the releasing school provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing the course at that registered provider
 - any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change
 - the releasing school provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS.
 3. Principal may request additional information to assess the request, including but not limited to:
 - documentation from the current school provider

- phoning or meeting with a representative of the current school provider
 - using PRISMS/VEVO to search for the overseas student's study details and history
 - contacting the DHA
 - other methods as necessary.
4. The Principal will make a decision about the transfer request within 4 weeks from the date received.
 5. Principal will inform the applicant of the result of the application in writing.
 6. The Principal may make a conditional offer of enrolment.
 7. Principal will provide the overseas student with all required pre-enrolment material with any conditional offer made. A conditional offer will include that the releasing provider approve the transfer request and release the student in PRISMS. Other conditions may be included.
 8. If a conditional offer of enrolment is made, the written communication will:
 - inform the overseas student of their visa obligation to maintain their current welfare arrangements until the transfer date, or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect
 - note the date of the transfer.
 9. Principal will confirm in PRISMS the overseas student's transfer has been approved by the releasing provider. If it has been approved in PRISMS, Principal will:
 - negotiate the date of transfer of welfare and accommodation with the releasing provider
 - create a CoE in PRISMS
 - communicate in writing to the overseas student and parent/legal guardian that:
 - the condition of enrolment has been met and the enrolment will proceed or that the offer still remains conditional
 - provide the overseas student and parent/legal guardian with the new CoE
 - inform the overseas student of their visa obligation to maintain their current welfare arrangements until the transfer date or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect.

Transferring out of AICS within the first 6 months (releasing provider)

1. If an overseas student requests a transfer from AICS in the first 6 months of the first course, the transfer request must be made in writing at enrolment@aics.nsw.edu.au and must be submitted to Enrolment officer.

Additional documentation required to be submitted with the transfer request includes:

- an offer of enrolment from a receiving school provider

- written confirmation the parent/legal guardian supports the transfer if the overseas student is under 18
 - approved accommodation and welfare arrangements.
 - documentation supporting/outlining grounds for transfer.
2. AICS will approve the transfer request of an overseas student in first 6 months of study of the first course if one or more of the following apply:
- AICS, or the course in which the overseas student is enrolled, has ceased to be registered
 - AICS has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing their course
 - any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change
 - AICS has agreed that compelling or compassionate circumstances exist including but not limited to:
 - serious illness or injury
 - bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies
 - involvement in, or witnessing of a serious accident
 - witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)
 - failure to offer a pre-requisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol
 - failure to deliver the course as outlined in the written agreement
 - there is evidence that the overseas student's reasonable expectations about their current course are not being met
 - there is evidence that the overseas student was misled and the course is therefore unsuitable to their needs and/or study objectives
 - an appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student
 - other reasons as determined by AICS
3. The circumstances in which a transfer request will be refused may include, but are not limited to:
- supporting documentation not submitted or application incomplete

- none of the grounds for a transfer apply
 - parent or guardian does not consent for transfer
4. When assessing the transfer request, Principal may request additional information including but not limited to:
 - requesting documentation from the proposed new school provider
 - phoning and/or meeting with the proposed new school provider
 - using PRISMS/VEVO to search for the student and study history
 - contacting the DHA
 - other methods as necessary.
 5. Principal will communicate an intention to refuse a transfer request in writing. The communication will identify the reason/s for the intention to refuse and will advise the overseas student of the right to access the *Complaints and Appeals Process* within 20 working days.
 6. The Principal will decide transfer requests within 4 weeks from the date of receipt.
 7. Principal will inform the overseas student and parent/legal guardian of the result of the request in writing.
 8. Approved requests are at no cost to the overseas student and parent/legal guardian and written communication will include:
 - that the overseas student must contact Immigration to seek advice on whether a new student visa is required
 - the transfer date.
 9. Principal will finalise the transfer request in PRISMS.
 - If the outcome of the transfer request is approval, finalisation in PRISMS will occur as soon as is practicable.
 - If the outcome of the transfer request is refusal, this finalisation will only occur once:
 - a complaint or appeal finds in favour of AICS **OR**
 - a complaint and appeal has not been made within 20 working days **OR**
 - the student withdraws from the complaints and appeals process.
 10. If the transfer request is approved, Principal will consult the *Refunds, cancellations and defaults policy* to determine if a refund is required.

Transferring into AICS after the first 6 months of study

1. If an overseas student requests a transfer into AICS after the first 6 months of their first course at another school, the transfer must be made in writing at enrolment@aics.nsw.edu.au and must be submitted to Enrolment officer.

Additional documentation that must be submitted with the email includes:

- application for enrolment for an overseas student
 - all requirements from the *Assessment of English Language Proficiency and Educational Qualifications Policy and Procedures*
 - a completed Recognition of Prior Learning and Course Credits application form
 - written confirmation the overseas student's parent/legal guardian supports the transfer if the overseas student is under 18.
2. Principal will check PRISMS to confirm the overseas student has completed 6 months of study in their first school course.
 3. The Principal will review the transfer request and decide whether to make an offer of enrolment.
 4. The overseas student and parent/legal guardian will be informed of the result of the application in writing by Principal within 4 weeks of receipt of the application.
 5. If the application for enrolment and transfer request is approved written communication will:
 - provide the overseas student with all required pre-enrolment material
 - provide an offer of enrolment (which may be a conditional offer subject to welfare arrangements being finalised)
 - confirm DHA approved accommodation
 - inform the overseas student of their visa obligation to maintain their current welfare arrangements until the transfer date, or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect
 - note the date of the transfer.
 6. Following receipt of the acceptance of the offer of enrolment from the overseas student and parent/legal guardian Principal will:
 - negotiate the date of transfer of welfare and accommodation with the overseas student's current school provider
 - create a CoE in PRISMS and provide a copy to the overseas student and parent/legal guardian
 - communicate in writing to the overseas student and parent/legal guardian:
 - confirmation that enrolment will proceed or that the offer still remains conditional
 - that the overseas student's visa obligations require them to maintain their current welfare arrangements until the transfer date or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect remain.

Transferring out of AICS after the first 6 months

1. If an overseas student plans to transfer from AICS to another school provider after the first 6 months of their first school course with AICS, documentation must be provided to Principal regarding the transfer of enrolment.

Documentation includes:

- cancellation/transfer of enrolment form
 - offer of enrolment from the new school provider
 - written confirmation the parent/legal guardian supports the transfer if the overseas student is under 18
 - written confirmation that the receiving school provider will accept responsibility for approval of the student's accommodation, support and general welfare.
2. Principal will review the documentation to ensure AICS has all information to complete PRISMS reporting requirements.
 3. The overseas student and their parent/legal guardian will be issued a letter by Principal informing them that:
 - all required documentation has been submitted
 - that the overseas student must contact Immigration to seek advice on whether a new student visa is required
 - the transfer date.
 4. Principal will record the transfer in PRISMS. Principal will confirm and complete any other reporting requirements.
 5. Principal will consult the *Refunds, cancellation and defaults policy* for refund eligibility and required actions.
 6. If all required documentation is not submitted, Principal will consult other relevant policies and procedures. Additional reporting in PRISMS and/or contact with the parent/legal guardian may be required.

Public informed of policy and procedures

1. All relevant policy and procedure regarding international student enrolment can be accessed from the school website under the enrolment tab (www.aics.nsw.edu.au)

Records maintained

1. Principal will maintain the following records in the overseas student's file:
 - request for transfer to another registered school provider
 - written approval from a parent/legal guardian for the transfer if the student is under 18

- decision of the transfer request if the request is made in the first 6 months of the first school course
- communication of the outcome of the request to the overseas student and parent/legal guardian if the student is under 18
- change to the overseas student's enrolment in PRISMS.