

## P24: OVERSEAS STUDENT REQUEST FOR TRANSFER

Overseer: PBC Principal  
 Approval Authority: PBC Board of Management  
 Review Schedule: 3 yearly                      Next Review Due: Apr 2021

Review Table			
Date	Review Type <ul style="list-style-type: none"> <li>• Scheduled</li> <li>• Policy amendment</li> <li>• Admin update</li> </ul>	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
18/12/14	Scheduled	Minor Grammatical. Updated Titles. Section 1.2 b) & c) deleted as PBC does not permit Overseas students under 18 to enrol.	Adam Niven
07/05/2018	Scheduled	2.6 and minor admin updates	David Smith
14/02/2019	Policy amendment	Added 2.2 d, e, f and expanded 2.7 as a CRICOS requirement	Hanlie van Rooyen
06/03/2019	Policy amendment	Adjusted 1.1 and added 2.2.g as a CRICOS requirement	Hanlie van Rooyen

### 1. Student Request for Transfer

- 1.1. If an Overseas Student wishes to transfer from their enrolled PBC course to another institution before completing six months of study they will be required to request a letter of release from PBC. This can be done by writing to the Dean of Students by email, or mail, or placing a letter in the Dean of Studies' mail tray, or delivering a letter to the Dean of Students in person.
- 1.2. Students requesting a transfer will need to provide PBC with:
  - a. A letter from another registered provider confirming that a valid enrolment offer has been made.

### 2. Assessing Request for Transfer

- 2.1. Once a written request for transfer has been received, the request will be assessed by the Dean of Students and the Dean of Academics and Research.
- 2.2. A transfer will be granted to a student if:

- a. After assessing the student's progress, it is deemed that the student is enrolled above their capabilities and there isn't another level of study that PBC can provide to match the student's capabilities; or
  - b. It is deemed that for the student to remain enrolled at PBC would be detrimental to the student's well-being; or
  - c. The student can provide evidence that the course in which they have enrolled was misrepresented to them and is not the course they had expected; or
  - d. There is evidence that the overseas student's reasonable expectations about their current course are not being met; or
  - e. There is evidence of compassionate or compelling circumstances; and
  - f. The registered provider fails to deliver the course as outlined in the written agreement.
  - g. An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.
- 2.3. It is reasonable for the request to be refused if:
- a) The student is seeking to enrol in a similar course at a different institution where completion of the semester at PBC could be transferred for credit
  - b) The student is progressing within the enrolled course
  - c) The student would not be able to enrol at the new institution until the following semester which begins after the six-month restricted period
  - d) The student has not engaged any student support services to discuss the reasons for seeking a transfer and the positive implications of transferring
- 2.4. The result of the student's request for transfer will be supplied to the student in writing within 14 days of the request for transfer.
- 2.5. If the request is successful, a letter of release will be provided and will advise the student of their requirements to contact DIAC in relation to their student visa requirements.
- 2.6. If the request for transfer is refused the student must be provided with the reason(s) for refusing the request and be informed of their right to appeal the decision as per P22 Grievance Policy.
- 2.7. Copies of the student's request for transfer and the outcome of the request will be kept in the student's file for a minimum of seven years.