

Student Transfer Procedure – Overseas Students

1. Purpose

- 1.1 This procedure outlines the process for assessing transfer requests from overseas students.

2. Scope

- 2.1 This policy applies to all overseas students at Perth Bible College, and staff who are involved in the assessment of transfer requests.

3. Responsibility

- 3.1 The Principal is responsible for the implementation of this procedure.
- 3.2 The Dean of Students is responsible for the assessment of transfer requests.

4. Definitions

<i>Appeal</i>	A request for a decision to be reviewed by an independent person. Appeals can be lodged about academic and non-academic decisions made, including: <ul style="list-style-type: none"> ● student misconduct; ● refused transfer requests; ● course progress; and ● student enrolment cancellation.
<i>Australian Consumer Law</i>	A national law guaranteeing consumer rights when buying goods and services to ensure false or misleading information is not provided. Education Services provided by Perth Bible College is covered by Australian Consumer Law.
<i>CoE</i>	A document, provided electronically, that is issued by Perth Bible College to an international student when they enrol in a Perth Bible College course. This CoE must accompany their application for a student visa, submitted through DoHA.
<i>Compassionate or Compelling Circumstances</i>	Circumstances generally out of the student's control which will have an impact upon the student's wellbeing or course progress.
<i>DoHA</i>	The Department of Home Affairs, which includes responsibility for immigration matters.
<i>ESOS Act</i>	The <i>Education Services for Overseas Students Act 2000</i> of the Commonwealth of Australia.

<i>International Student</i>	A student studying in Australia on a student visa issued by DoHA. Used interchangeably with the term 'overseas student.'
<i>Letter of Offer</i>	An offer for admission into a Perth Bible College course. Some offers may include conditions placed on the admission, for example educational pre-requisites.
<i>National Code 2018</i>	The National Code of Practice for Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act.
<i>Principal Course</i>	The principal course refers to the main course of study to be undertaken by an international student where a student visa has been issued. The principal course of study is typically the final course of study where the international student is granted a student visa to study multiple courses in Australia.
<i>PRISMS</i>	Provider Registration and International Students Management System: the Australian Government database that provides Australian education providers with Confirmation of Enrolment facilities required for compliance with the ESOS legislation.

5. Procedure

Transferring from Another Provider to Perth Bible College

5.1 Students wishing to transfer from another provider will be required to:

- 5.1.1 complete an *PBC Application Form* and
- 5.1.2 provide written evidence demonstrating that a requirement outlined in section 5.4 of the *Student Transfer Policy – International Students* policy has been met.

Transferring from Perth Bible College to Another Provider

5.2 If the student has completed a period of six months of study the student can then apply for a transfer to another provider by providing a completed Request for a Letter of Release to the Dean of Students.

- 5.2.1 Submission of the Request for a Letter of Release is to be made in writing to the Dean of Students by email, mail, or placing a letter in the Dean of Studies' mail tray or delivering a letter to the Dean of Students in person.
- 5.2.2 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.
- 5.2.3 A decision will be provided to the student within 14 working days of the receipt of the request.

Approved Transfer Requests

5.3 If the transfer request has been approved, Perth Bible College will:

- 5.3.1 issue a Letter of Release at no cost to the student;

- 5.3.2 cancel the student's CoE and report the approved transfer request via PRISMS; and
- 5.3.3 notify the student to contact DoHA to seek advice on whether a new visa is required.

Refused Transfer Requests

- 5.4 If Perth Bible College refuses the request to transfer, Perth Bible College will:
 - 5.4.1 issue a written response to the student outlining the reasons for the refusal; and
 - 5.4.2 inform the student of their right to appeal the decision within 20 working days, as per Student Complaints and Appeals Policy.

Record Keeping

- 5.5 Perth Bible College will retain copies of the following documents in the student's folder within the Student Management System:
 - 5.5.1 the application for release;
 - 5.5.2 the assessment of the release request;
 - 5.5.3 all supporting documentation provided by the student;
 - 5.5.4 the decision about the request for release;
 - 5.5.5 the notification sent to the student; and
 - 5.5.6 any documentation related to appeals resulting from the student exercising rights in section 5.14 of the *Student Transfer Policy – International Students* policy (see also 5.6 and 5.7 below).

Review of Decisions and Appeals

- 5.6 Applicants may seek a review of a decision if they are dissatisfied with the request to transfer outcome.
- 5.7 The procedure of assessing complaints is outlined within the *Student Complaints and Appeals Policy* and accompanying procedure.
- 5.8 If a student lodges a complaint, the student is required to continue with their study and assessments until a decision has been made.

Refunds

- 5.9 If the student is granted a Letter of Release and is entitled to a refund, the refund will be assessed in accordance with Perth Bible College's Student Refund Policy.

6. Procedure Information

Date first approved: 29/06/2009	Date of effect: 29/06/2009	Date last amended: 28/07/2021	Date of next review: 28/07/2022
Approved by		Academic Council	
Authorised Officer		Dean of Studies	
Supporting documents, policies & forms of this procedure		<i>Student Transfer Policy – Overseas Students</i> <i>Student Refund Policy</i> <i>Complaints, Appeals and Opportunities for Improvement Policy</i> <i>Letter of Release</i> <i>Application for Enrolment Form</i>	
Related Legislation and Codes of Practice		<u>National Code 2018, Standard 7</u> <u>Education Services for Overseas Student Act 2000</u>	
Audience		Public	

7. Version History

Review Table			
Date	Review Type <ul style="list-style-type: none"> ● Scheduled ● Policy amendment ● Admin update 	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
15/08/2019	Policy amendment	New template and amendments made.	Natalie Tierney Capital Review Group consultant
26/07/2021	Scheduled review	Substantial changes to the numbering and ordering of points from 5.3 through 5.9 In addition, significant grammatical changes to	PBC Board of Management

		5.1.2, 5.2, 5.2.1 and 5.2.3 to facilitate greater clarity of intent.	
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