
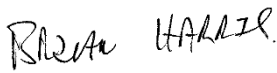


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|  <p>The logo for Vose Seminary features a stylized orange fan-like shape above the text 'vose' in blue and 'seminary' in orange.</p> | Title: <h1>Transfers Between Educational Providers</h1> | |
| | Version: V3.00 | Date: 28 April 2014 |
| | Policy Area: Student | Next Review: 28 April 2016 |
| | Approval: Academic Board | Signature:  |

Vose Seminary must meet obligations contained within Standard 7 of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* (The National Code 2007) in relation to students seeking to transfer between providers of educational services.

Definitions:

ACT: Australian College of Theology.

Principal course: The principal course of study refers to the main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses.

PRISMS: Provider Registration and International Student Management System

VET: Vocational Education and Training

Prospective students seeking to transfer to Vose Seminary from another provider

Vose Seminary will not enrol a student wishing to transfer from another registered provider's course prior to the student completing a minimum of six months of that principal course except where:

- 1) The original provider has ceased to be registered;
- 2) The course in which the student is enrolled has ceased to be registered;
- 3) The original provider has provided a written letter of release;
- 4) The original provider has had a sanction imposed on its registration that prevents the student from continuing his or her course;
- 5) 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.

Where a student enrolled with another registered provider of educational services requests to be enrolled with Vose Seminary prior to completing 6 months of their principal course, has met all of

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the necessary entry requirements and one or more of eligibility criteria listed above, that student shall:

- 1) receive a formal Offer of Admission letter from Vose Seminary;
- 2) receive supplementary information around their chosen course, Vose Seminary policies and procedures and refunding of course fees;
- 3) be asked to produce a Letter of Release from the previous provider;
- 4) present the Letter of Release together with the completed Acceptance of Offer of Admission as the initial part of the enrolment process with Vose Seminary.

Please note: all of the above will continue to apply even in circumstances where a student wishes to transfer from an ACT Higher Education course delivered by Vose to a VET course delivered by Vose. In circumstances such as these, the student will require a Letter of Release from the ACT or their nominated representative, giving them permission to exit the Higher Education course.

Students must check with the Department of Immigration and Border Protection what the impact of such a move will have on their current visa.

Where a student has completed 6 months of their Principal Course, Vose Seminary does not require a Letter of Release from the original provider.

Prospective students seeking to transfer from Vose Seminary to another provider

Vose Seminary recognises that, from time to time, there will be requests from International Students for a Letter of Release so that they may enrol at another registered provider of educational services. Students are required to obtain a Letter of Release should they wish to transfer prior to completing six months of their principal course. Valid circumstances for requesting a Letter of Release include, but are not limited to, the following: personal or financial hardship, familial trauma or social anxiety caused by separation, and better prospects for educational success and advancement.

Where an international student enrolled with Vose Seminary requests to transfer to another registered provider of educational services prior to completing six months of their Principal Course, that student shall:

- 1) make a written request for release from Vose Seminary;
- 2) provide a formal Offer of Admission from the other provider;
- 3) receive a written response to the request within five (5) working days.

Where an international student enrolled with Vose Seminary lodges a written request for a Letter of Release, accompanied by a formal Offer of Admission from another registered provider, Vose Seminary shall:

- 1) acknowledge receipt of the request and process it without cost to the student;
- 2) make a determination regarding the request and respond, in writing, within five (5) working days.

If the request is granted, Vose Seminary shall:

- 1) provide the student with a formal Letter of Release within 5 working days of the determination being made;
- 2) provide a Statement of Attainment in accordance with Australian Qualifications Framework guidelines;

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- 3) inform the student, in writing, that he or she is required to contact the nearest Department of Immigration and Border Protection (DIBP) Office in order to obtain advice about whether or not a new Student Visa is required.
- 4) Update the PRISM database with regard to the student's current status at Vose

If the request is refused, Vose Seminary shall

- 1) provide the student with a written explanation of the grounds upon which the application was rejected;
- 2) advise the student that he or she retains the right to appeal the decision in accordance with the Seminary's Dispute Resolution Policy for International Students.

Vose Seminary reserves the right to refuse a request for a Letter of Release in the following instances:

- 1) The student has failed to provide a valid Offer of Admission or other supporting documentation from the other Provider;
- 2) the student has outstanding financial obligations to the Seminary; and
- 3) the student has not returned resources borrowed from the Seminary.

Please note: all of the above will continue to apply even in circumstances where a student wishes to transfer from a VET course delivered by Vose to a Higher Education course delivered by Vose on behalf of the ACT. In circumstances such as these, the student will still require a Letter of Release from Vose allowing them to exit the VET course.

Students must check with the Department of Immigration and Border Protection what the impact of such a move will have on their current visa.

In accordance with Academic Administration best practice Vose Seminary will maintain a record of all requests for Letters of Release. Copies of all documentation related to each student's request and the Seminary's response shall be stored in that particular student's file.

Students seeking to transfer from Vose Seminary to another provider after completing 6 months of their Principal Course

Where an international student enrolled with Vose Seminary requests to transfer to another registered provider of educational services after completing six months of their Principal Course, that student shall:

- 1) notify the Seminary in writing of their intention to withdraw;
- 2) ensure all outstanding fees are paid and property belonging to Vose is returned;
- 3) ensure all personal details in the Seminary are up to date prior to departure;

Upon receiving such notification from a student, Vose Seminary shall

- 1) update the student's details in the Seminary's database;
- 2) encourage the student to contact the nearest Department of Immigration and Border Protection Office to discuss their situation;
- 3) Update the PRISM database with regard to the student's current status at Vose

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Appendix: Document History and Version Control Record

Document Title: Transfers Between Educational Providers

Source Documents:

Associated Internal Documents: National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007

Associated External Documents

Authorised Officer: Compliance Officer

Approved by: Academic Board

Date of Approval: 28 April 2014

Assigned Review Period: 1 Year

Date of Next Review: 28 April 2016

| Version Number | Version Date | Authorised Officer | Amendment Details |
|----------------|--------------|--------------------|--|
| 1.00 | 30/05/2003 | College Board | Included under 'Admissions' in the General Policy Handbook |
| 2.00 | 30/05/2006 | College Board | Policy Revised |
| 2.01 | 27/06/2013 | JV | Policy separated from the General Policy Handbook Document modified to include history and version controls |
| 3.00 | 28/04/2014 | Academic Board | Additional information inserted around demonstrating that all entry requirements have been met. Revised acronyms replaced. |
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