

Change of Training Provider Policy and Procedure

Preamble

Under the National Code of Practice 2007, education providers cannot enrol students seeking to transfer from another education provider before that student has completed six (6) months of their Principal Course of study, except in some circumstances. The Principal Course is the highest qualification covered by the student's visa.

The purpose of this policy is to ensure that ICHM fully complies with the requirements of Standard 7 of the National Code of Practice 2007 when an International Student requests to transfer training provider.

Policy

International students enrolled in a course of study with ICHM for which the student visa has been granted, and are seeking to change training providers to another registered provider before completing the first 6 months of the Principal course, must seek approval and a letter of release from ICHM. If the student is under the age of 18, written evidence is required that the student's parent or legal guardian supports the transfer and the new provider will accept responsibility for approving a student's accommodation, support and general welfare.

Persons seeking admission to courses offered by ICHM, that hold a student visa granted for a course/s at another training provider must provide ICHM with a Letter of Release if they have not completed 6 months of their Principle course. If the person is under the age of 18, there is written evidence that the student's parent or legal guardian supports the transfer and ICHM has put arrangements in place for approving a student's accommodation, support and general welfare arrangement.

A Confirmation of Enrolment form (COE) will only be issued to a person who seeks to transfer their enrolment to ICHM within the six months of the Principle Course where;

1. The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
2. The original registered provider has provided a written Letter of Release;
3. 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
4. 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; and
5. If the person is under the age of 18, there is written evidence that the person's parent or legal guardian supports the transfer and ICHM has put arrangements in place for approving a student's accommodation, support and general welfare arrangements as per Standard 5 of the National Code.

Procedure - Post-enrolment

Letter of Release

A Letter of Release is not required if:

- a student has completed more than six (6) months of his/her Principal course for which the visa has been granted (eg, the Degree) before seeking to transfer to another provider.
- A student wishes to transfer to another education provider outside Australia

In this case, students need only formally (in writing) withdraw from ICHM

A Letter of Release is required if

- a student has not completed six (6) months of his/her Principal course of study for which the visa was granted (eg, the Bachelor Degree), and
- would like to transfer to another education provider.

The other provider may issue a Letter of Offer for a place in their program but it may not enrol them without receiving a Letter of Release from the current education provider.

The 6 months starts on the first study day of the student's principal course.

Written Request

If a Letter of Release is required, the student must apply in writing to the Principal to request a "Letter of Release" explaining why they wish to change courses. A copy of the Offer Letter from the other education provider and any other supporting documentation must also be provided. If the student is under the age of 18, a copy of written approval from parent or legal guardian supporting the Release must accompany the application.

Assessment of request

When a student requests a Letter of Release, the reason for this request must be determined. In the letter of request the student should include the reason for changing provider and any other supporting information including the Offer Letter from the other training provider.

ICHM undertakes to consider each such request and to make a determination on its merits, taking into consideration:

- the reasons outlined in the student's letter
- the best interests of the student
- the student's academic performance and course progress
- financial issues (whether or not the student has any fees or other outstanding liabilities such as debts to ICHM, RIH or the LRC) and personal financial circumstances
- the student's attendance record
- the student's disciplinary and conduct record.
- the nature of the course the student wishes to transfer to. (ICHM reserves the right to deny a Letter of Release to transfer to essentially the same course with another provider simply because it is cheaper, easier or shorter in duration.)
- if an international student, whether or not he/she has breached student visa conditions related to attendance or course progress, and
- any other matters considered relevant.

If approved, the Principal, within 14 days of receipt of the request, will issue a Letter of Release. The student must formally (in writing) withdraw from ICHM with immediate effect or stating the exit date if in mid-semester. The student will be entitled to a refund in line with the *ICHM Refund Policy*.

If the request for a Letter of Release to transfer to another provider is denied, the Principal will so advise the student, in writing, within 14 days of receipt of the request stating the reason/s for the decision and outlining the procedure to be followed to have that decision reviewed.

Procedure - Pre-Enrolment

Where a person seeks enrolment with ICHM and they have a student visa for a course/s with another provider, the Admission Staff will determine whether a release letter from the provider is required before proceeding with the enrolment. If a release letter is required, the Admissions Staff will request this before issuing a Confirmation of Enrolment form (COE). If a Release Letter is not required, the Admissions staff will proceed with enrolment as per the standard enrolment process.

Appeals

The student may activate an appeal against the decision not to issue a Letter of Release through the Non Academic Grievance Policy.

Students who are unsuccessful in obtaining a Letter of Release after exhausting all avenues of appeal outlined in the Non Academic Grievance Policy, must either confirm their intention to continue at ICHM or withdraw from ICHM stating their final date. Students who fail to return to ICHM as scheduled will be reported to the Department of Immigration and Citizenship (DIAC).