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# National Academy of Professional Studies (NAPS)

## International Student Transfer Policy and Procedure

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<b>Related Documents</b>	SS000 Student Handbook SS001 Student Grievance and Academic Appeals Pol SS006 Statement of Tuition Assurance
<b>HE Standards Framework 2015</b>	1.3 Orientation and Progression 2.3 Wellbeing and Safety 5. Quality Assurance 6. Governance

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## 1. Rationale

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This policy details the procedures for students to follow in relation to changing their provider and the circumstances under which the National Academy of Professional Studies (NAPS) will consider an international student's request to transfer to or from another provider.

## 2. Overview and Application

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This applies to all NAPS' students studying on international student visas.

## 3. Guiding Principles

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These principles are based on Standard 7 of the National Code - Transfer between registered providers.

When considering a transfer request, NAPS:

- does not enrol any transferring international student prior to the six months of their principal course being completed unless that student has a valid letter of release agreeing to such a transfer;
- considers student requests for transfer in the light of this procedure;
- provides a written response to student requests for a transfer;
- enables students to appeal through the grievance procedure; and
- keeps copies of all documents.

## 4. Procedure

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Students need to complete six months of their original course before NAPS can enrol a student wishing to transfer, unless there are extenuating circumstances.

Students who have been at their initial institution longer than six months can use the regular transfer process.

### Procedure for Assessing Students Wishing to Transfer to NAPS

1. The student who is onshore can apply to NAPS and indicate where they are currently studying and that they wish to transfer. They should also send a copy of their student visa indicating their date of arrival in Australia. The student should also not have any outstanding fees to be paid to the institution, or any other outstanding matters. They also need to have provided the original of their academic transcript/statement of results from the other provider.
2. NAPS will then refer to the Provider Registration and International Student Management System (PRISMS) to see if the student has completed six months of their principal course. If so, the application proceeds as normal.
3. If a student has not completed six months of their principal course, they will be asked to provide an appropriate letter of release from their current institution to support of their application.

The student can be provided with a 'conditional' offer which clearly states that an offer of a place is contingent on their obtaining a letter of release.

4. If such a letter of release is received and the student has no outstanding fees to be paid to the institution, or other outstanding matters of concern, the application proceeds.
5. If no satisfactory letter of release is obtained from the student making the request, the application is denied. They are also advised that they are welcome to re-activate their application after they have completed six-months of study at their principal institution.
6. Note that in the rare circumstances where the original course or institution has ceased to be registered, or sanctions have been placed on the original institution by the Tertiary Education Quality and Standards Agency (TEQSA) which do not allow the student to continue with the course, then there is no need to provide a letter of release.
7. NAPS will aim to assess the application for transfer within 10 working days after the student has provided all the necessary documentation.
8. NAPS will establish a file for all students, even those whose application is rejected, to store all requests, considerations, decisions and copies of letters pending future requests.

#### Procedure for Assessing Transfer Applications from Students Wishing to Transfer From NAPS

1. A NAPS student wishing to initiate a transfer, needs to complete and submit a 'Cancellation of Enrolment Form' and attach all required supporting material to this form.

This includes:

- a letter from the registered provider of the course to which they wish to transfer confirming that a valid conditional enrolment offer has been made;
  - any other documentary evidence in support of their application or that is referred to in their application such as medical certificates, death certificates, funeral notices, press reports of natural disasters and statutory declarations, etc.
2. The Admissions Team will assess the transfer request considering the following questions:
    - does the student have any outstanding fees payable? (If they do, these must be paid before a letter of release can be provided);
    - is the student fully aware of any study issues involved in the transfer?
    - Is there evidence that the student may be trying to avoid being reported to the Department of Home Affairs for lack of course progress or poor attendance?
    - are the reasons for transfer based on reasonable grounds, such as the course not being able to meet the student's needs? If so, have they sought advice on alternate elective choices to resolve the issue?

- if the answers to the above are proven and in accordance with the policy, the letter of release will be granted at no charge to the student. The student will also be advised of the need to contact the Department of Home Affairs to seek advice on whether a new student visa is required.
3. NAPS will then report the student's termination of studies through the Provider Registration and International Student Management System (PRISMS).
  4. If any of the answers are unclear, they should be referred to the Dean to interview the student and gain a fuller understanding of the circumstances.
  5. The Dean will make a recommendation to the Admissions Team advising whether the request for a letter of release should be granted or not.
  6. If the request is to be rejected, the Admissions Team will inform the student in writing of the reasons and indicate that the student may appeal as detailed in SS001 Student Grievance and Academic Appeals Policy.
  7. The above assessment procedure should not take more than 10 working days once the student has provided the necessary documentation.
  8. All requests, considerations, decisions and copies of letters of release should be placed in the student's file.

## 5. Policy Review

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NAPS may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to their supervisor or to NAPS Admissions team.

## 6. Further Assistance

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Any staff member who has questions about or requires more details about any part of this policy should consult their supervisor. If further advice is required, then the staff member should contact NAPS Admissions team.

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