

Complete this form if you wish to transfer to another education provider within the first six (6) months of your principal course at TAFE and if you require a letter of release from TAFE NSW. A letter of release is not required if the course you have enrolled in has been cancelled. Your application will be assessed according to TAFE guidelines and you will receive a reply within 5 working days of the lodgement of the application. You must continue to attend all your classes until you have been notified about the outcome of your request.

TO BE COMPLETED BY STUDENT

SECTION A - PERSONAL DETAILS

Given Name/s Surname

Student Reference Number DOB (DD/MM/YYYY)

Address

Telephone Mobile

Email

TAFE Course Name Campus

Student Signature Date (DD/MM/YYYY)

SECTION B - TRANSFER REQUEST DETAILS

NOTE: Requests will not be processed until supporting documentation is provided

New Education Provider Name

Course Name Course Commencement (DD/MM/YYYY)

Applications will only be considered if the all of the following documents below are attached:

- Offer letter from the other provider
- Letter explaining the reasons for the request
- Letter in support of the transfer from parent/guardian (if under 18).

**TO BE COMPLETED BY INTERNATIONAL STUDENT COORDINATOR AND MANAGER
(or International Students Case Manager if student has not enrolled)**

Student counselled about: Visa changes CoE cancellation Refund Continue studying

Other (please specify)

Transfer request supported. Reason

Transfer request not supported. Reason

Name

Coordinator's Signature Date (DD/MM/YYYY)

Manager's Signature Date (DD/MM/YYYY)

GUIDELINES AND PROCEDURES FOR TRANSFER OF PROVIDERS

1. Requirements of National Code Standards 1 and 7

Under Standard 1 (1.3) of the Code a provider may not actively recruit a student who has not completed 6 (six) months in their principal course. A provider may not enrol a student (i.e. issue an eCoE) if the student has not obtained a letter of release from their current provider.

Under Standard 7 of the Code, providers may not enrol transferring students prior to the student completing 6 (six) months in their principal course, except where:

- the original provider or course has ceased to be registered; or
- the student's government sponsor supports the change; or
- the original provider has sanctions imposed on their registration; or
- the original provider has provided a letter of release.

Providers must have an assessment policy and procedure for transfer requests which is available to staff and students.

2. Guidelines for students transferring to TAFE NSW from another provider before the six month period

- Active recruitment is defined by the Department of Education as the promotion by TAFE NSW staff or agents of a TAFE NSW course as superior to and/or cheaper than the student's current course, with the intention of encouraging the student to transfer from his or her current provider. A letter of offer issued in response to an application received independently of such promotion is not considered as active recruitment: Standard 7 states that a letter of offer is a requirement for a letter of release to be issued.

Procedure for students transferring to TAFE NSW before the 6 (six) month period

- Any offers issued to students enrolled at another provider who have not completed 6 (six) months in the principal course must request a letter of release and ask the student not to pay fees unless a letter of release is provided [unless (a) - (c) above apply].
- An eCoE must not be issued to any students to whom the 6 (six) month restriction applies without a letter of release from the current provider.

3. Guidelines for students transferring from TAFE NSW to another provider before the 6 (six) month period

Students are responsible for comparing courses, including fees and pathways before enrolling with TAFE NSW.

- Requests for transfer will be approved in the following circumstances to students who have not completed 6 (six) months of enrolment in their principal course at TAFE NSW:
 - The student has special learning difficulties, identified at least 4 (four) weeks after commencement of the course, which cannot be accommodated within TAFE NSW.
 - For students in package ELICOS and vocational programs, where the student has completed a period of ELICOS but, despite satisfactory attendance, has not met the English language entry requirements for the vocational course and TAFE NSW is unable to offer them a vocational course after a proposed further period of ELICOS.
 - A student under 18 has a relative guardian whose residence has changed and there is no TAFE NSW college offering the same course within reasonable distance of the new residence.
 - Where the individual request is based on other circumstances which TAFE NSW considers sufficient to approve a transfer of provider.
 - Where TAFE NSW considers there are other circumstances which merit approving a transfer of provider.
- Requests for transfer will not be approved in the following circumstances:
 - Where a transfer of provider is based on lower fees, or shorter completion times offered by another provider.
 - Where none of the circumstances in 3.1 is demonstrated in the student's request.
 - Where, if the student has commenced studies, TAFE NSW forms

SUBMITTING THIS FORM

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the view that the request for transfer is a means to avoid being reported to DIBP for a breach of visa condition.

(iv) Where TAFE NSW considers that the request for transfer is detrimental to the student, e.g. in the case of students with ELICOS and vocational packages, if a transfer is requested to an English language provider who is not recognised for entry to the vocational course.

Notes:

- The restriction comes into effect once a visa has been granted against the TAFE NSW eCoE.
- Six months of enrolment is defined as six calendar months from the start date of the principal course (Note: If a student starts a course in February and completes at the end of June, TAFE NSW may allow the transfer as the student has completed one semester).
- 'Principal course' is the highest qualification (normally the last course), where the student visa covers multiple courses.
- Students in a Diploma to Degree package, with a partner university, where the principal course is the degree course, who wish to withdraw from the degree course but continue in the TAFE NSW course, will be referred to the university.
- Students in ELICOS and TAFE NSW vocational package programs must request transfers from the relevant TAFE NSW Institute (not the TELC).

4. Procedure for students transferring to another provider before the 6 (six) month period

- A student who wishes to transfer to another provider before they have completed 6 (six) months in their principal course at TAFE NSW must submit a written request to the international manager of their TAFE NSW Institute. A valid letter of offer from the new provider must be provided with the request. If the student is under 18, the request must be supported by the parent/guardian and the new provider must confirm that it accepts responsibility for the student's welfare and care arrangements. In cases where the request is received before the student has commenced the course, request may be assessed by TAFE International.
- Institute acknowledges receipt of the request within 24 hours. Institute International Student unit assesses the request and advises the student of the outcome within 5/10 working days. It is recommended that, if possible, the student is interviewed to assess the circumstances in which they have been made an offer by the other provider and to provide them with appropriate counselling.
- If the request is approved, TAFE International will issue a letter of release within 5 (five) working days of receiving the request from the Institute.
- If the request is not approved then TAFE International will advise the student within 5 (five) working days of the outcome, together with the reasons for refusal and information regarding the student's right of appeal. Appeals relating to change of provider will be directed to the Manager, International Students, at the Institute and will be considered by a senior officer of the institute.
- Refund requests in case of transfer will be considered according to the refund policy of TAFE NSW.
- Students will be advised of the outcome of an appeal within 10 working days of the appeal date.
- Students must continue to attend all classes until they are advised in writing about the outcome of their request.

5. Procedure for students transferring to another provider after the 6 (six) month period.

- Student may transfer to another provider after 6 (six) months without a letter of release from TAFE NSW. Students who transfer must advise TAFE International through their college that they are withdrawing from their TAFE NSW course in order to transfer to another provider.
- Student visa condition 8533 requires students to notify their current provider of a change of education provider within 7 (seven) days of receiving another eCoE.

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