



## INTERNATIONAL STUDENT TRANSFER REQUEST

***This form must be submitted to AAC's Student Services Officer (SSO) - [sso@aac.nsw.edu.au](mailto:sso@aac.nsw.edu.au)***

Student name: \_\_\_\_\_

Student number: \_\_\_\_\_

Address in Australia: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

New course: \_\_\_\_\_ Start date: \_\_\_\_\_

### REASON FOR TRANSFER:

*Please state why you wish to transfer to another provider.*

\_\_\_\_\_

### ATTACHMENTS:

*Please attach a Letter of Offer from the institution to which you wish to transfer. If necessary attach any relevant supporting documentation. This application will be assessed once all documents have been submitted. The Australian Academy of Commerce requires the right to ask for any additional documentation if necessary. This application will be processed within 14 days of lodgment.*

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Date of approval: \_\_\_\_\_ Approved by: \_\_\_\_\_

Not approved Date of refusal: \_\_\_\_\_

Comments:

## INTERNATIONAL STUDENT TRANSFER REQUEST

From July 2007, registered providers have been restricted from enrolling transferring students unless the student has completed six months of their 'principal course of study'. The principal course of study in the student's highest level course within the student's package of enrolments. If a student has not completed six months at the highest course enrolled, the student will not be granted a letter of release, except under compassionate or exceptional circumstances as determined by AAC. AAC will not grant a student release if there is an outstanding amount still owed in course fees or that it is suspected that the student is seeking transfer only to avoid being reported to Department of Home Affairs (DHA) for failure to meet academic progress or attendance.

### AAC

- » There are compassionate and compelling circumstances.
- » AAC is unable to resolve academic or personal issues affecting the student.
- » The transfer is deemed beneficial to the student's academic progress.
- » The student has changed welfare and accommodation arrangements and is no longer within a reasonable traveling time of AAC campus.
- » The student can demonstrate they are experiencing threat to physical or mental health or safety by remaining at AAC and can demonstrate clearly how this will be alleviated through a transfer.
- » AAC fails to deliver the course as outlined in the written agreement.
- » There is evidence that the overseas student's reasonable expectations about their current course are not being met.
- » An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student; or

A letter of release will normally not be granted in the following situations:

- » Student fees are in arrears;
- » The proposed transfer will jeopardise the student's progression through a package of courses;
- » The student has unsatisfactory academic progress;
- » The student has unsatisfactory attendance;
- » The student's progress is likely to be academically disadvantaged;
- » AAC is concerned that the student's application to transfer is a consequence of the adverse influence of another party;
- » The student cannot provide a letter from another registered provider confirming that a valid enrolment offer has been made.

Students must apply for a letter of release using this International Student Transfer Request Form and include:

- A written statement explaining the transfer request
- Evidence of compelling circumstances (if applicable)
- An unconditional letter of offer from the receiving institution

AAC's Compliance Officer and Director of Studies will make the final determination on whether to approve or refuse a letter of release for any student within 10 days of lodgement. A written decision will be provided to the student. If the request is refused, the student will receive a detailed explanation of the reasons for refusal along with information on their right to appeal (National Code Standard 10) using AAC's *Complaints and Appeals Policy and Procedure*. AAC will not finalise the student's refusal status in PRISMS until:

- a) the appeal process has concluded and the outcome supports AAC's decision,
- b) student has chosen not to access the complaints and appeals processes within the 20 working day period, or,
- c) the overseas student withdraws from the process.

However, if the request for transfer during the restricted period is determined to be in the best interests of the student, AAC may make an exemption and issue a letter of release. Any letter of release granted is issued at no cost to the student. AAC will also advise the student to contact Department of Home Affairs (DHA) to seek advice on whether a new student visa is required.

A copy of the student's letter of release application; notes recording the assessment of the application and a copy of the response letter outlining the decision made in relation to the request for release that was sent to the student by AAC is placed into the student's file.