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# **STUDENT TRANSFER POLICY AND PROCEDURE**

## Student Transfer Policy and Procedure

### 1.0 Purpose

- 1.1 This policy applies to international students only.
- 1.2 In accordance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018, Australian Airline Pilot Academy Pty Ltd will not knowingly enroll a student transferring from another education provider prior to the student completing six months of their principal course.
- 1.3 A student may apply to transfer to another provider after they have completed six months of their principal course. In the case of a package of courses for example, Cert III, Cert IV and finally Diploma, the principal course is the highest course – the Diploma.
- 1.4 The only exceptions are the circumstances outlined in Standard 7.1.
- 1.5 This policy sets out the procedure for assessing requests from students to transfer into and out of our college prior to the student completing six (6) months of their principal course.
- 1.6 The circumstance in which we supply a release letter to students prior to completing six (6) months of their principal course will be assessed as detailed in this documented procedure.
- 1.7 The timeline for a response to application for transfer into and out of our college will be ten (10) business days from the date we have received the transfer application form. The form will be dated and signed as received by the AAPA admin team member.
- 1.8 This student transfer policy is made available to all students and staff and clearly details the circumstances in which a transfer will and will not be granted.

**Note:** this policy **has not** been developed to cater for students under age 18 years. We do not enroll students under age of 18 years.

### 2.0 PROCEDURE - Transferring to our College

#### 2.1 Student request to transfer into our college

The Student Transfer Policy has been developed primarily to cater for international students holding a student visa and outlines the process with regard transfer between providers.

## Student Transfer Policy and Procedure

Noting that we require the transferring student to complete the Student Transfer Application form (F.80) and provide supporting evidence.

### 2.2 Application Process

2.2.1 Student wishing to transfer to our college from another college must complete the Student Transfer Application form, available on our website or requested by emailing [rto@aapa.net.au](mailto:rto@aapa.net.au).

2.2.2 Once completed, this document with supporting evidence must be submitted to the manager of student relations or program coordinator for assessment. Application will be assessed within the timelines listed below.

### 2.3 Processing Timelines

The student will be assessed within ten (10) business days of student application. Students who are transferring from another college and have not completed six (6) months of their principal course will require a letter of release from previous college and/or other appropriate documentation. All documentation, whether supplied by student or via AAPA admin team, must be placed in the student records.

### 2.4 Decision

A formal decision will be provided to student within above timeline. The decision might be to:

- 1) approve transfer request
- 2) refuse transfer request or
- 3) to request more information from student and require a resubmission of application with further documentation.

### 2.5 Process

2.5.1 The student will need to provide formal evidence that they have completed 6 months of their principal course. If this is not provided, we would not enrol them unless they had a written letter of release from their current provider or if any of the sub sections in National Standard 7.1 (a) through (d) had been met.

2.5.2 AAPA admin team will complete investigation to ensure the course detailed by student is in fact the principal course, this could easily be completed via checking dates on student visa. In the case where the student has enrolled in a

## Student Transfer Policy and Procedure

package of courses for example, Cert III, Cert IV and finally Diploma, the Diploma is the principal course.

2.5.3 Therefore, if the student has only complete the first qualification – Certificate III then this would not be considered as acceptable to enroll student without a letter of release from prior college or meeting other reasons as detailed in Standard 7.1.

### 2.6 Grounds for Accepting Students

There are several circumstances where a student transfer is acceptable:

- 2.6.1 In the case that the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered we would be able to enrol the student before they had completed six months of principal course.
- 2.6.2 In assessing the application for transfer, we further investigate the previous provider to ensure they indeed have ceased to be registered in providing course in which student was enrolled, checks can be completed by going to the website: <http://cricos.education.gov.au>. Once we have completed investigations, and verified that the provider had ceased to be registered or the course in which the student is enrolled had ceased to be registered the next step is to interview student and then complete the enrolment process.
- 2.6.3 In the case that an international student wishes to enroll with our college and they have not completed 6 months of principal course, but have supplied a 'Letter of Release' from the other registered provider. We would accept this as evidence of release. The student will follow the standard enrolment procedures regarding entry requirements for the course of enrolment and supplying appropriate documentation in support of their application.
- 2.6.4 In the case that an international student wishes to enroll with our college and they have not completed 6 months of principal course, but have stated in their application that 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 and the student has provided evidence to support this statement.

## Student Transfer Policy and Procedure

2.6.5 In assessing the application for transfer, we would further investigate the evidence and if validated, we would accept this as evidence and follow our student transfer policy to enroll student.

2.6.6 In the case where the international student is government sponsored and the student has requested a transfer to our college without first completing the six months of principal course at the other registered provider. This transfer request would be approved with formal advice and approval from the government sponsor who has stated that he/she considers the changes to be in student's best interest. In this case, there is no need for a letter of release from previous registered provider. Evidence will be attached to student file and detailed in PRISMS when creating CoE.

### 2.7 Conditional Offer

In some cases, a student may not have completed six months of their principal course, but may still wish to transfer to our college. In this circumstance we will provide the student with a conditional offer letter which clearly details that the letter is only a Conditional Offer Letter contingent on student providing a Letter of Release from their current college. Once the student has provided Letter of Release from their current provider, it will be validated by AAPA admin team.

### 2.8 Enrolment

Once the transfer has been approved by AAPA Management Committee, AAPA admin team will complete the final enrolment documentation and update PRISMS with student data creating the CoE.

### 2.9 Responsibilities and Action

AAPA Management Committee is responsible for assessing applications for transfer and approving or not approving.

## 3.0 PROCEDURE - Transferring from our College

3.1 Students wishing to transfer to another provide prior to completing six (6) months of their principal course and requesting a letter of release must firstly access this policy to ensure they are aware of the requirements for release and then complete the Student Release Application form and attach the letter of offer from other registered provider and/or other supporting documentation.

Student Transfer Policy and Procedure

**3.2 Application Process**

- 321 The application and supporting evidence will be assessed in accordance with our student transfer policy. Should the documentation be assessed as a valid enrolment offer in line with our policy and National Code Standards, we will grant the student a letter of release – which will include the date of transfer and end of our responsibility for the student.
- 322 The student will formally acknowledge our decision and acceptance of release on the release letter.
- 323 We will formally notify student of the date we will be cancelling their CoE via PRISMS and that they should contact the Department of Home Affairs (DHA) to advice of the change in registered provider, as this may affect their student visa.
- 324 A letter of release, if granted, is issued at no cost to student.
- 325 Students will acknowledge receiving this notification via signing the student release application form (F.81).
- 326 The letter of release will include the following statements:
- 1) The College acknowledges that it has informed the student that from the date of this ‘Letter of Release’ that it no longer is the provider of the principal course of study for the student as identified within the Student Visa.
  - 2) The College will be notifying the Department of Education, Skills and Employment / the DHA of this change by terminating the student’s CoE via PRISMS.
  - 3) The Student is advised to contact the DHA to seek advice if a new student visa is required.

**3.3 Release Not Granted**

A release will not be granted under the following circumstances:

- 331 Student has not provided a letter of offer from other provider.
- 332 Documentation is either inaccurate or incomplete.
- 333 Where it may jeopardize the students’ progress through a course.
- 334 Work commitments have been provided as a reason.
- 335 Travel to and from campus has been provided as a reason.
- 336 The student is using the release as a means to avoid being reported to DIBP for failure to meet our requirements.

Student Transfer Policy and Procedure

- 33.7 Student does not want to study enrolled course anymore.
- 33.8 There is a lack of sufficient documentation in support of their claim for compelling or exceptional circumstances.
- 33.9 It is considered detrimental to the student to allow release.
- 33.10 The student has outstanding fees owing to AAPA.

**3.4 Complaints and Appeals**

In the event that the college does not allow a release, we will provide formal reason for decision and the student has the right to access our complaints and appeal process at little or no cost to student.

**3.5 Responsibilities & Action**

AAPA Management Committee is responsible for assessing applications for transfer and approving or not approving.

**4.0 Associated documents:**

- F.80 – Student Transfer Application
- F.81 – Student Release Application
- Letter of Release
- Letter of Refusal for Release within 6 months

**5.0 Associated standards**

Refer to: [ESOS Act 2000, National Code 2018 Standard 1.3, 7]

Responsibility: AAPA Management Committee

Approved by: AAPA Chairman

**Amendments:**

Date	Version number	Description of amendment	Authorized officer making amendment
01/08/20	1.1	Update on National Code 2018 / DHA	Henry Chia