VET INTERNATIONAL STUDENT POLICY
GOVERNING TRANSFER BETWEEN REGISTERED PROVIDERS

This policy has been developed in line with Standard 7 – Transfer between Registered Providers of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the National Code 2007).

The policy outlines the conditions under which Emmaus Bible College will consider a student request for a transfer between registered providers.

If Original Course Incomplete

In accordance with the National Code 2007, Emmaus Bible College will not enrol any international student visa holders who seek to transfer from another registered provider prior to their having completed six months of their principal course at that provider, except where:

a. the original registered provider or course has ceased to be registered or a sanction has been imposed that prevents the original provider from continuing to deliver the principal course;
b. the original registered provider has provided a written letter of release, agreeing to such a transfer and stating that the student has demonstrated a commitment to previous studies, has maintained good attendance, and has paid all tuition fees due;
c. a government sponsor of the student considers the change to be in the student’s best interest and has provided written support for that change.

In the case of an overseas student who has not completed their previous course, but has completed more than 6 months of the course admission into a registered course will only be finalised if this student:

• can produce a letter of release from the previous registered provider; and
• demonstrated a commitment to study in the previous course; and
• has paid all fees required for the previous course.

If Original Course Complete

Emmaus Bible College will only admit into a registered course an overseas student who has completed another relevant course if Emmaus is satisfied that the student:-

• had demonstrated a commitment to study in the previous course and has paid all fees required for the previous course.

Emmaus requests permission from the prospective student to seek information regarding their commitment and payment history from the student’s previous educational institution. If Emmaus is satisfied with the responses received, the student will be admitted into the respective course.
**Student Wishing to Transfer from Emmaus to another Provider**

Emmaus will provide a letter of release to a student who has provided a letter from another registered provider confirming that a valid enrolment offer has been made to the student.

If Emmaus provides a letter of release, there will be no cost to the student and it will include advice to the student to contact DIBP to seek advice on whether a new student visa is required.

Emmaus will not provide a letter of release if the student does not have a letter from another registered provider confirming a valid enrolment offer has been made to the student. In this case the student will be given a letter setting out the reason for such refusal and informing the student of his or her right to appeal this decision, in accordance with Standard 8 of the National Code 2007.

Emmaus Bible College will maintain records of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the students file.