



INTERNATIONAL STUDENT TRANSFER POLICY

Macallan College is the trading name of Macallan College Pty Ltd

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Macallan College Campuses:

Adelaide Campus: Level 10, 50 Grenfell Street, Adelaide 5000 SA

Brisbane Campus: Address- 6 B, 44-48, STATION RD YEERONGPILLY QLD 4105

Perth Campus: Level 3, 440 William Street, Perth 6000

Sydney Campus: 11 Parkes St, Harris Park, NSW 2150, Australia

DOCUMENT CONTROL

Version History

Version	Date	Details
V1.0	March 2019	Policy defined and outlined under new Management
V1.1	August 2019	Adding information of additional campus.
V1.2	November 2020	Further clarification on payment of fees prior to a release being granted; general edits

Review Process:

This policy shall be reviewed annually in compliance with education industry standards including the National Code of Practice for Providers of Education and Training to Overseas Students 2018

Next Review Due: 1 Nov 2021.

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Purpose:

This Policy addresses Standard 7 of the revised National Code 2018. Transfer between Registered Providers.

Scope

This Policy applies to all students enrolled at Macallan College and must be followed by all staff managing enrolments or admissions.

Internal Transfer (to another Macallan Campus)

A student may transfer to another course or Campus at Macallan College and pay any cost difference if the new course is more expensive. If the course is less expensive, the student will be granted a refund.

If the student wishes to transfer to another course/Campus, he/she has to apply in writing to the Administration Staff by completion of the Macallan College Transfer of Campus Request Form before the end of the first week of each new term. The Campus Manager at Macallan College may need to discuss with the student his/her transfer request and other academic matters before making the final decision. The Campus Manager will provide the student with the final decision in writing in within 5 working days.

If the transfer request is successful, the campus at which the student is transferring to will issue a 'Change of Campus Agreement Letter' to the student to accept, outlining the change of total course tuition fees (if any). and when the transfer will take place. On acceptance, the Campus will then make the location change on PRISMS and TEAMS.

Both the student application for the transfer to another course/Campus internal documentation and the Campus Manager's decision will be recorded and placed in the student's file and an adjustment and notes made to the student's information in the Macallan College's TEAMS database.

Student Transfer (from another Provider) Policy

Macallan College will only enrol students transferring from another college prior to the student completing six months of their principal course of study as outlined below:

Students wishing to transfer from another college prior to the completion of the first six months of their principal course must present Macallan College with a Letter of Release, or be released in PRISMS from their principal course training provider.

Exceptions are where:

- Your original registered training provider has ceased to be registered or the course in which you are enrolled has ceased to be registered.
- Your original registered training provider has had sanctions imposed on its registration by the Australian Government or State or Territory Government that prevents you from continuing your principal course

You or a Government Sponsor considers the change to be in your best interest and where you provide evidence to support for that change.

Student Transfer (To Another Provider) Policy

This Student Transfer Policy and Procedure (the Policy) applies to if you are a student who is enrolled at Macallan College

- in a principal course of study, and you have not yet completed six months of that course; or
- in a prerequisite or enabling course that forms a package with the principal course of study

If the Policy applies, you are only entitled to transfer to a course provided by another Registered Provider in the circumstances set out in this Policy. In some circumstances you will not need a release from Macallan College in order to transfer.

When You Need To Obtain A Release From Macallan College Before You Can Transfer

If you are a student covered by this Policy, you must obtain a release from Macallan College before you can change to a course provided by another Registered Provider, unless one or more of the following circumstances applies:

- Macallan College has ceased to be registered as a provider or the course in which you are enrolled has ceased to be registered;
- Macallan College has had sanctions imposed on its registration by the Australian government or a State or Territory government, which prevents you from continuing your principal course; and/or
- You are a government sponsored student and your government sponsor considers the change to be in your best interests and has provided written support for that change.

If one of these circumstances applies, you do not need to obtain a release from Macallan College before you can change to a course provided by another Registered Provider.

Macallan College Refund Policy will determine the extent, if any, to which you are entitled to a refund of tuition fees.

Students who owe fees to the college will not be released until their debt is cleared.

How to apply for a release

If you are required to obtain a release from Macallan College before changing to a course provided by another Registered Provider, you must:

- a) First consult with Macallan College International Liaison Officer and/ or Campus Manager (the outcome of the consultation will be recorded and placed in the student's file); and
- b) You must ensure that the Macallan College Transfer of Campus/Provider Request Form is fully completed and that all required supporting material is provided when your application form is lodged.

You must:

- clearly and fully state on the application form, the reason(s)/ground(s) for seeking a transfer;
- provide Macallan College with a valid current Offer from the College you wish to transfer to and

- Provide Macallan College with all other documentary evidence in support of your application and that is referred to in your application.

Failure to comply with these requirements may adversely affect the outcome of your application.

NOTE: Students who owe fees to the college will not be released until their debt is cleared.

Grounds For Granting Your Application For A Release

Macallan College considers that it is reasonable to grant an application for a release, and will grant an application for a release, if you have made an application in accordance with the Policy, paid all fees owing, and one or more of the following circumstances apply:

- There are medical grounds requiring you to transfer and they are evidenced by a letter or certificate from an Australian registered medical practitioner that explains the medical grounds that require you to transfer for the relevant period;
- Macallan College considers that there are compassionate grounds for granting your application;
- Macallan College considers that your principal course (or a prerequisite or enabling course that forms part of a package with your principal course) is inappropriate, and does not adequately meet your needs;
- Macallan College considers that there are academic grounds for granting your application;
- Macallan College considers that your personal difficulties or educational problems cannot be addressed by its resources; or
- Macallan College considers that it is in your best interests to grant your application.

Grounds For Rejecting Your Application For A Release

Another provider should not knowingly enrol an overseas student seeking to transfer from another registered provider's course prior to the overseas student completing six months of their principal course unless the releasing registered provider has agreed to the overseas student's release, and, recorded the date of effect and reason for release in PRISMS. (Refer National Code 7.1.3).

Macallan College considers that it is reasonable to refuse an application for a release, and will refuse an application for a release, in the following circumstances:

- The student has not been granted a release from the college and therefore there is not release recorded in PRISMS.
- A student does not have a current valid enrolment Letter of Offer from the receiving provider.
- Where you apply for a release from a course provided by Macallan College in order to transfer to a course provided by another Registered Provider and Macallan College considers the other course to be the same, similar or equivalent, except where Macallan College considers that exceptional circumstances exist in relation to your welfare;
- Where you have not first met with the Macallan College International Liaison Officer and Campus Manager and not completed an Transfer of Campus or Provider Request Form.
 - Where Macallan College considers that granting a release may adversely affect your welfare;
 - Where Macallan College considers that the best interests of the student would not be served by granting the request, such as (without limitation) where Macallan College has

concerns about: the suitability of the intended course for you; your present or future academic performance or achievement; or your welfare;

- Where Macallan College considers that granting a release may result in you avoiding being reported to a government authority for a failure to meet any attendance, academic progress, visa requirements or other requirement of Macallan College (e.g. non-payment of outstanding fees), the law, the ESOS Framework including the National Code of Practice or any government authority,
- including not limited to, the transfer will enable you to breach visa requirements including breaching course attendance requirements;
- Macallan College considers that any fact or belief offered in support of your application is untrue;
- The student's application does not comply with any requirement of this Policy (including the requirement to first consult Macallan College International Liaison Officer and / or Campus Manager before lodging an application form); or
- Student is experiencing course schedule conflict with personal, work, or other non-study commitments;

Macallan College does not consider that your application is supported by sufficient documentary evidence, or you have failed to provide any document that is required by law, a government authority or by the National Code of Practice. Students are obligated to pay outstanding course fees and understand the College will not issue a release if fees are owed for the current or previous study periods.

Assess Process Time Frame

Macallan College will advise you in writing of the outcome of your application within seven (7) business days of the date on which Macallan College receives your completed application form with supporting documentation.

Outcome Notification And Records

If Macallan College grants your application for a release, you will be:

- advised to contact the Department of Home Affairs (DOHA) to seek advice about student visa requirements;
- Advised about the extent of your entitlement (if any) to a refund of tuition fees under the Macallan College Refund Policy.
- Advise DoHa if a change to your enrolment results in a change to the approved Education sector on your visa e.g. VET to Higher Education

If Macallan College refuses your application for a release, you will be:

- provided with written reasons for the refusal; and
- You will be given 20 days to access the College's Complaints and Appeals process. When the appeals process is initiated, Macallan College will maintain the student's enrolment until the appeals process is complete.
- Refer to the College Complaint and Appeals Policy for further details.

If the application is approved, you will be provided with written approval.

Also refer:
National Code Standard 7