
International Student Transfer Policy

These guidelines refer to students currently enrolled at DNA Kingston Training who wish to transfer away from DNA Kingston Training to another Provider. DNA Kingston Training is entitled to determine the circumstances in which it may provide or refuse to provide a letter of release. These guidelines took effect from 1 July 2018. Release will be granted by DNA Kingston Training only where the transfer will not be to the detriment of the student or their future studies.

No release required

Release is not required if:

- A student is sponsored by their government and the sponsor considers the change to be in the student's best interest and has provided written support for the change; or
- The course for which the student has received a Confirmation of Enrolment (CoE) will not be offered by DNA Kingston Training and ceased to be registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

Issue of releases

Release will be only granted when DNA Kingston Training is satisfied that:

- The student is in receipt of a packaged CoE and has not met the entry requirements for the principal course
- A course is academically unsuitable for the student
- There is evidence of compassionate or compelling circumstances
- The student can provide evidence that he/she was misled
- 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 student

Release not granted

- The student's progress is likely to be academically disadvantaged
- DNA Kingston training is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
- The student has not had sufficient time to settle into their new environment in order to make an informed decision about transfer
- The student has not accessed the College support services which may assist with adjusting to their new environment, including both academic support and School Psychological Services for pastoral support
- College fees have not been paid for the current study period.

A release request will be refused if a student is unable to provide satisfactory evidence that his/her course is academically unsuitable, or that the student cannot provide sufficient evidence that compassionate or compelling circumstances for the transfer exist. A release request will not be granted if:

- DNA Kingston Training forms the view that the student is trying to avoid being reported to the Department of Home Affairs for failure to meet the provider's attendance or academic progress requirements;
- The student applies to transfer to another sector (e.g. VET) or another level (e.g. Certificate III, Certificate IV, Bachelor to Diploma)
- If, where the student is in receipt of a packaged CoE, the pathway provider has refused or recommends against the release request.
- DNA Kingston training is not satisfied that the student has demonstrated compassionate or compelling grounds for a transfer
- The transfer may jeopardise the student's progressions through a package of courses; or
- The intended course will not provide adequate preparation for further study, nor be recognised by higher education providers as meeting their entry requirements and the transfer would be detrimental to the student's future study plans.

DNA Kingston Training will assess a student's request for release against its policies and procedures and **will only grant release when the student has:**

- Provided a letter from another registered provider confirming that a valid enrolment offer has been made;
- Provided a letter detailing the reasons for the transfer request, including if relevant, evidence of compassionate and compelling circumstances
- Where the student is under 18:
 - The registered provider has written confirmation that the student's parental or legal guardian supports the transfer; and
 - Where the student is not being cared for in Australia by a parent or a suitable nominated relative, the valid enrolment offer also confirms that the registered provider will accept that responsibility for approving the student's accommodation, support and general welfare arrangements.

Outcome

Students will be notified of the outcome of their request within 10 working days of submitting request to the Director, Enquiries and Admissions. There is no charge for a letter of release.

- **Successful outcome:** Students will be informed that DNA Kingston Training has approved the request to transfer to another institution or Provider, the Department of Home Affairs will be informed and DNA Kingston Training CoE cancelled. The student must be advised that they will need to contact the Department of Home Affairs to seek advice on whether a new student visa is required.

- **Unsuccessful outcome:** Students will be informed of the reasons for this decision and informed that they may transfer between institutions after six months if this is the principal course. Students can appeal the decision in writing in accordance with the DNA Kingston Training Complaints and Appeals process which can be found on the web site.
- Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration and Border Protection office as soon as possible to discuss any implications. The address of the nearest office can be located via the following website <http://www.homeaffairs.gov.au/about/contact/offices-locations/australia>

It is a requirement that letters of release, whether provided by DNA Kingston Training or by another registered provider, give details regarding if the Student has demonstrated a commitment to their studies during the course, had a good attendance record and paid all fees for the course.

Document Name	Student Transfer Policy and Procedure	
Document Owner	College Manager / Director	
Version	Date	Improvements made
Vol:1	July 2018	• New policy to standards
Vol 1.1	Nov 2018	• Updated policy
Vol 1.2	Feb 2019	Reviewed updated