



# NEW ENGLAND COLLEGE

STEPPING STONE TOWARDS YOUR BRIGHT FUTURE



## NEW ENGLAND COLLEGE

New England College is the trading name of New England Institute of Technology Pty Ltd

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NEC Website: [www.nec.edu.au](http://www.nec.edu.au)

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## DOCUMENT CONTROL

### Version History

Version	Date	Description
V1.0	08.06.2017	Final
V2.0		
V3.0		

### Review Process:

This policy shall be reviewed annually in compliance with education industry standards including the National Code of Practice for Registration Authorities Providers of Education to Overseas Students, 2007

Next Review Due: **November 2017**



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## Purpose

This Policy addresses Standard 7 of the revised National Code 2007: Transfer between Registered Providers.

## Scope

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

This Student Transfer Policy and Procedure (the Policy) applies to you if you are a student who is enrolled at New England 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 New England College in order to transfer.

## Internal Transfer Policy

A student may transfer to another course at New England 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 New England College Perth course, she/he has to apply in writing to the New England College Administration Manager before the end of the first week of each new term/semester. The Administration Manager at New England College may need to discuss with the student his/her transfer request and other academic matters before making the final decision. The Administration Manager will provide the student with the final decision in writing in within 5 working days.

Both the student application for the transfer to another course internally and Administration Manager's decision will be recorded and placed in the student's file and an adjustment will be made to the student's information in the NECPP's computer database.

## Student Transfer (from another Provider) Policy



New England College will not enrol students transferring from another college prior to the student completing six months of their principal course of study.

Students wishing to transfer from another college prior to the completion of the first six months of their principal course must present New England College with a LETTER OF RELEASE from their 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

### When you need to obtain a release from New England College before you transfer

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

- New England College has ceased to be registered as a provider or the course in which you are enrolled has ceased to be registered;
- New England 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 New England College before you can change to a course provided by another Registered Provider. New England College Refund Policy will determine the extent, if any, to which you are entitled to a refund of tuition fees.



## How to apply for a release

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

- a) First consult with New England College International Liaison Officer and Administration Manager (the outcome of the consultation will be recorded and placed in the student's file); and
- b) Then lodge a written "Application for a Release from New England College". You must ensure that your application form is fully completed and that all required supporting material is provided when your application form is lodged. The form is available on request.

You must:

- clearly and fully state on the application form, the reason(s)/ground(s) for seeking a transfer;
- provide New England College with a letter from the registered provider of the course to which you wish to transfer, confirming that a valid enrolment offer has been made; and
- Provide New England College with all other documentary evidence in support of your application or that is referred to in your application.

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

## Grounds for granting your application for a release

- New England 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 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;
- New England College considers that there are compassionate grounds for granting your application;
- New England College considers that your principal course (or a prerequisite or enabling course that forms part of a package with your principal course) is inappropriate for, and does not adequately meet, your needs;
- New England College considers that there are academic grounds for granting your application;
- New England College considers that your personal difficulties or educational problems cannot be addressed by its resources; or
- New England College considers that it is in your best interests to grant your application.



## Grounds for rejecting your application for a release

New England 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:

- A student has not had a valid enrolment offer from the receiving provider.
- Where you apply for a release from a course provided by New England College in order to transfer to a course provided by another Registered Provider and New England College considers the other course to be the same, similar or equivalent, except where New England College considers that exceptional circumstances exist in relation to your welfare;
- Where you have not first met with the New England College International Liaison Officer and Administration Manager,
- Where New England College considers that granting a release may adversely affect your welfare;
- Where New England College considers that the best interests of the student would not be served by granting the request, such as (without limitation) where New England College has Concerns about: the suitability of the intended course for you; your present or future academic performance or achievement; or your welfare; 09o
- Where New England 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 or other requirement of New England College, the law, the National Code of Practice or any government authority;
- New England 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 New England College International Liaison Officer and Administration Manager before lodging the application form); or
- Student is experiencing course schedule conflict with personal, work, or other non-study commitments;
- New England 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.

## Assess Process Time frame

New England College will advise you in writing of the outcome of your application within seven (7) business days of the date on which New England College receives your application form.

## Outcome Notification and Records

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

- advised to contact the Department of Immigration and Citizenship (DIAC) to seek advice about student visa requirements;
- sent a withdrawal form from the studies/course/subjects; and
- Advised about the extent of your entitlement (if any) to a refund of tuition fees under New England College Refund Policy.

If New England College Perth refuses your application for a release, you will be:  
- provided with written reasons for the refusal; and





- That the student will be given 20 days to access the College's complaints and appeals process. When the appeals process is initiated, New England 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 student has been approved, he will be provided with written approval.

## Transfer Procedure Flowchart

