

## Purpose

The purpose of this policy is to ensure that overseas and domestic students seeking to transfer either:

- To or from another Registered Training Organisation (RTO) (external transfer), or
- Between courses within Lead College (internal course transfer)

do so in accordance with relevant legislative and regulatory requirements.

For overseas students, this policy ensures compliance with Standard 7 of the National Code 2018 under the ESOS Act 2000. Student must maintain attendance and course progress whilst their application is being reviewed and processed.

For domestic students, it ensures that transfer decisions support learner outcomes, are equitable, and align with SRTO 2025 expectations for learner engagement and fairness. Students must maintain attendance and course progress while their application is being reviewed and processed.

## Scope

This policy applies to all students enrolled at Lead College, including:

- International students studying on a student visa (subject to ESOS Act 2000 and the National Code 2018),
- Domestic students, including those under Smart and Skilled subsidised programs.

It also applies to all staff and contractors involved in the delivery, support, administration, and management of training and education services at Lead College. It ensures consistent application of responsibilities, standards, and procedures across all operations.

## Definitions

**SRTOs** – The Standards for Registered Training Organisations, applicable to domestic training delivery and regulation.

**ASQA:** [Australian Skills Quality Authority](#)

**RTO-**Registered Training Organisation

**International student:** Not an Australian or New Zealand citizen, or a permanent resident of Australia, and who is studying in Australia on a student visa issued by the Department of Home Affairs (DHA)

**Domestic Student:** An Australian citizen, an Australian permanent resident, a New Zealand citizen, or a holder of a visa that entitles them to study in Australia without requiring a student visa.

**National Code:** the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

**NVR Act:** the [National Vocational Education and Training Regulator Act 2011](#)

**Trainer:** a person engaged by The College as a trainer and/or assessor, including but not only in accordance with the SRTOs

**PRISMS:** Provider Registration and International Student Management System

**Principal Course** – The main course of study for an international student, typically the final course of a package of courses. PRISMS records the Principal Course for each student, which may not be a course at Lead College. If PRISMS does not show a course as the Principal Course, the Principal Course is with another provider

## Policy Statement

### 1. External Course Transfer

Lead College will not enrol an international student who has not completed six months of their principal course with another provider unless:

- The original provider or course is no longer registered
- A sanction has been placed on the original provider
- A government sponsor supports the transfer in writing
- The current provider has issued a release via PRISMS

This restriction does not apply to domestic students. However, domestic transfer decisions must ensure:

- Learning needs are better met
- No breach of funding obligations (e.g., Smart and Skilled)
- Student receives proper advice and support

### Outgoing Students – International

Lead College will grant a Letter of Release prior to completion of six months of the principal course where:

- A completed Variation of Enrolment Form is submitted
- No outstanding tuition or fees exist
- A valid Letter of Offer from another CRICOS provider is provided
- The transfer is in the student's best interest

Acceptable reasons include:

- Compassionate or compelling circumstances
- Course does not meet reasonable expectations
- Evidence of misleading information
- Appeal outcome recommending transfer

Release approvals are processed at no cost. Students must check visa implications with DHA.

### Grounds for Refusal (External Transfer)

Transfer may be refused if:

- International student has not completed six months of principal course
- Outstanding fees exist
- No valid Letter of Offer provided
- Transfer not in student's best interest
- Funding or contractual conflicts exist

Students will receive written reasons and may appeal within 20 working days under the Complaints and Appeals Policy.

### Outgoing Students – Domestic

Transfer requests will be assessed case-by-case considering:

- Adequate academic and support intervention provided
- Student progress and engagement
- Funding conditions
- Welfare and career planning

## 2. Internal Course Transfer (Within Lead College)

### Eligibility for Internal Transfer

Students may apply to transfer to another course within Lead College where:

- The new course better aligns with career goals
- The student demonstrates capacity to meet entry requirements
- The transfer supports academic progression
- There are no outstanding fees
- Visa conditions (international students) permit the change

For international students, internal transfers must not:

- Jeopardise visa compliance
- Result in enrolment in a course with a lower AQF level without appropriate justification
- Breach ESOS or National Code requirements
- Transfers will not be allowed during the term.

### Assessment of Internal Transfer Requests

The College will assess:

- Academic progress
- Attendance
- Support interventions already provided
- Genuine Student (GS) considerations
- Funding implications (if subsidised)
- Course availability and suitability

Students must receive counselling to ensure informed decision-making.

### Internal Transfer Procedure

1. Student completes Internal Course Transfer Application Form.
2. Student meets with Student Support or Academic Manager.
3. Academic and visa implications are assessed.
4. Fees and funding impact are reviewed.
5. Decision issued in writing within 20 working days.
6. PRISMS updated where required (international students).

Students must continue attending classes in their current course until a decision is finalised.

### Fees and Refunds (Internal Transfer)

- Unspent Tuition fees already paid may be adjusted against the new course where applicable.
- Any difference in fees must be paid before transfer is finalised.
- Refunds, if applicable, will be processed in accordance with the Refund Policy.

### 3. Recordkeeping

All transfer applications (internal and external), supporting documents, and decisions will be retained on student files for at least two years after the student ceases to be an accepted student

## Document control

Version	2.0
Document Name	Transfer of Provider Policy
Quality Area	VET Student Support
Review Date	June 2027
Reviewed by	Director of Operations
Approved By	Chief Executive Officer
Regulations and Legislations	National Code 2018, Education Services for Overseas Students Act 2000
Standards for RTOs	SRTO 2025
Smart and Skilled Operating Guidelines 2025	