



## Overseas Student Transfer Process

### Purpose

This process is in place for overseas student who may seek to transfer to another registered provider's course. This process outlines the criteria, steps, considerations involved in the assessment process to ensure that transfer decisions are made in the best interests of the students and in compliance with relevant regulations including [Obligations when facilitating student transfers](#), [Factsheets](#) and [Standard 7](#) of the National Code 2018.

### Policy:

#### For student transferring to RBIT from another registered provider:

RBIT must not enrol an overseas student seeking a transfer before the student completes six months of their principal course, except in the following circumstances:

- The releasing registered provider, or the enrolled course is no longer registered.
- The releasing registered is sanctioned by the ESOS agency, preventing the student from continuing their course.
- The releasing registered provider agrees to release the student (and a release letter is provided) and the date and reason for release is recorded in PRISMS
- The government sponsor supports the transfer and provides written approval .

#### For student transferring from RBIT to another provider

Student must provide a Letter of Offer (LOO) from the receiving registered provider before a letter of release can be granted.

Circumstances where RBIT will grant the transfer request based on the student's best interests, including but not limited to the following:

- Unsatisfactory course progress despite intervention strategies.
- Compassionate or compelling circumstances.
- Failure to deliver the course as outlined in the written agreement.
- Unmet reasonable expectations about the current course.
- Misleading information from the provider regarding the course.
- An appeal decision or recommendation to release the student on another matter.

#### Transfer of Under 18 Students:

- RBIT must obtain written confirmation of parental or legal guardian support for the transfer as a first consideration.
- If the overseas student is not being cared for by a parent or suitable nominated relative in Australia, the receiving provider must confirm acceptance of responsibility via CAAW Letter for accommodation, support, and general welfare arrangements according to [Standard 5](#) and ensure no gap in welfare dates.

#### Cost and Student Visa Requirements:

- If a release is granted, it must be provided at no cost to the student.
- RBIT must advise the student to contact [DHA](#) for advice on whether a new student visa is required.



### Refusal of Transfer Request:

If RBIT intends to refuse the transfer request, a written notification via Letter of refusal to release has to be provided to the student, including:

- Reasons for the refusal.
- Information about the student's right to access the complaints and appeals process within 20 working days, as per [Standard 10](#).

### Finalizing Refusal Status:

RBIT must not finalize the student's refusal status in PRISMS until:

- The appeal finds in favor of RBIT.
- The student does not access the complaints and appeals processes within 20 working days.
- The student voluntarily withdraws from the process.

### Record-Keeping:

RBIT must maintain records of all requests from overseas students for a release, as well as the assessment and decision regarding the requests, for a minimum of two years after the student ceases to be an accepted student.

### Procedure:

#### Step 1: Request Submission:

- Overseas students who wish to transfer from RBIT to another registered provider must complete the Student General Request Form (SGRF) and submit it to the Administration Officer (ADO) at RBIT.
- RBIT must obtain written confirmation of parental or legal guardian support for the transfer as the first consideration for **under 18 students**.
- The request should include the student's personal information, current course details, reasons for the transfer, and a valid Letter of Offer (LOO) from the receiving registered provider.

#### Step 2: Initial Assessment:

Upon receiving the transfer request, RBIT will conduct an initial assessment to determine its validity and eligibility for consideration. The student's eligibility for transfer will be evaluated based on the following criteria:

- Completion of the minimum required duration of the principal course as specified in the relevant regulations and standards.
- Compliance with any specific transfer eligibility requirements set by RBIT or the regulatory authorities.
- Verification of the validity and authenticity of the Letter of Offer (LOO) from the receiving registered provider.

#### Step 3: Consideration of Best Interests:

RBIT will assess the transfer request based on the best interests of the student, taking into account the following factors:

- Academic progress and performance of the student in the current course.



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- Suitability of the receiving course in terms of the student's academic goals, career aspirations, and individual circumstances.
- Compassionate or compelling circumstances that may justify the need for transfer.
- Any relevant information provided by the student or the receiving registered provider.

#### Step 4: Decision-making:

- The PEO or delegate will review the transfer request and the assessment findings from the Academic team to make an informed decision.
- The decision will be communicated to the student in writing within 10 working days of receiving the complete transfer request.
  - If the transfer request is approved, the student will be provided with a Letter of Release and the instructions on the next steps, including contacting Immigration for visa-related advice if necessary.
  - If the transfer request is denied, the student will be informed of the reasons for the refusal and their right to access the complaints and appeals process, as per the guidelines outlined in [Standard 10](#).

#### Step 5: Record-Keeping:

- RBIT will maintain accurate and up-to-date records of all transfer requests received, assessment outcomes, and decision documents.
- These records will be securely stored for a minimum period of two years following the completion or cessation of the student's enrollment.