



Overseas Student Transfer Process

1. 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 [ASQA- Obligations when facilitating student transfers](#) and the National Code 2018 Standard 7 [Factsheets](#) and the requirements of Department of Home Affairs (DHA).

2. Policy:

2.1 Transfer may not be allowed before six months of principal course

- The principal course is the main course of study for an overseas student. It is usually the final course that leads to the highest qualification when the student visa covers multiple courses.
- In general, Overseas students must complete at least six months of their principal course before they are eligible to be considered a transfer to another registered education provider unless there is a good reason to support the transfer.

2.2 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 .

2.3 For student transferring from RBIT to another provider

a. Student must complete at least 6 months of their principal course and provide a Letter of Offer (LoO) from the receiving registered provider before a release letter can be granted.

b. 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 or the education or migration agent regarding the course.
- An appeal decision or recommendation to release the student on another matter.

c. Circumstances where RBIT will refuse the transfer

- the overseas student is not genuinely engaging with an intervention strategy with the intention of failing and being released.
- the student has provided reasons, but the reasons failed to meet the [Compassionate or compelling](#) circumstances.
- the student still has outstanding fees owed and have not paid the remaining balance to RBIT

d. Student Visa condition 8533, keep current provider updated

The student must inform RBIT once new provider accepted the transfer within 7 days of receiving:

- a confirmation of enrolment from the new education provider, or
- evidence the student have been accepted enrolled by the new education provider

2.4 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 the National Code Standard 5 and ensure no gap in welfare dates.

2.5 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.

2.6 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](#).



2.7 Finalizing Refusal Status:

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

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

3. 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.
- 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 Transfer is Approved**, the outcome will be recorded on PRISMS and the student will be notified of the successful request via an email (Hard copy of the Release Letter not required). The overseas student will be reminded again to check with the Department of Home Affairs ([DHA website](#)) to determine whether a change in enrolment breaches a visa condition and other visa-related matters .
- ◊ **If Transfer 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 the National Code 208 Standard 10. RBIT must not finalise the overseas student transfer refusal in PRISMS, until one of the following conditions is met:
 - If the appeal lodged by the overseas student upholds RBIT's decision to retain the student.
 - The overseas student fails to utilize RBIT's complaints and appeals procedures within 20 working days
 - The overseas student withdraws their appeal against the refusal.

4. Record-Keeping:

1. RBIT will maintain accurate and up-to-date records of all transfer requests received, transfer request outcomes, decision documents and compliance reporting as described in [How to Manage Student Transfers](#) according to the National Code Standard 7 requirement.
2. These records will be securely stored for a minimum period of two years following the completion or cessation of the student's enrollment.