Student transfer policy and procedure

Overview

MIT is willing to accept an application from students wishing to transfer to another education provider after six months of study in their principal course.

The principal course is the final course of your studies. If you are here to study one single course then this is the principal course. If you are here to study in more than one course then the final course of the package is the principal course.

Students are restricted from transferring to another Australian education provider if they have yet to complete the first six months of their principal course. If you wish to apply prior to completing the first six months of your principal course then you are required to apply in writing to the Student Counsellor on the approved application form see Appendix A at the end of this policy document.

This document contains the Student Transfer Policy and Procedure of Melbourne Institute of Technology (MIT). We encourage all students to read it carefully if considering making an Application to Transfer to another Provider. **There is no cost to a student in having a letter of release granted.**

MIT is committed to the welfare of its students and to ensure that appropriate support is available to all students and to ease the transition into life and study in Australia.

Where students experience difficulties or obstacles in achieving their learning goals MIT will counsel students and provide support.
Applying for a release letter

As previously stated in this policy, all applications to Transfer to another provider must be submitted on the approved form and have attached supporting documents.

All applicants must submit the following documents with the approved Application for release letter found at the end of this document (Appendix A)

(a) Provide a valid Enrolment Offer from another institute
(b) That MIT has either cancelled the course or ceased to offer the course the student is enrolled in
(c) The student demonstrates exceptional circumstances and supplies evidence supporting the exceptional circumstances. Exceptional circumstances are circumstances beyond the control of the student. Evidence is required
(d) If the student is under 18 years of age, written confirmation from the parent or guardian is also required. If the care arrangement has been arranged by MIT, the provider the student is transferring to must also agree to taking the responsibility for approving their care from a suitable date before approval for release can be made.
(e) If the student demonstrates that he/she is unable to meet course requirements and has made a concerted effort at attempting and completing all assignments, presentations and exams (documents are required)

Non acceptance of release

Where a student has not satisfied the requirements above or has already cancelled their enrolment MIT will not issue a letter of release.
1. TRANSFER BETWEEN REGISTERED PROVIDERS

1.1 Under Standard 7 of the National Code 2007, Registered Providers must not knowingly enrol a student wishing to transfer from another Registered Provider’s course prior to the student completing six calendar months of his/her principal course of study, except in limited circumstances as outlined in the guidelines of this policy.

1.2 MIT is entitled to determine the circumstances in which it will provide or refuse to provide a Release Letter. Where a student requests a transfer within the period of six months of commencement of their principal course MIT will assess the request for transfer against this policy.

1.3 Students must co-operate with the MIT Staff and attend any interviews or other appointments scheduled for them including in respect of support services provided by MIT.

2. NO RELEASE LETTER IS REQUIRED IN THE FOLLOWING CIRCUMSTANCES:

2.1 The student has completed at least 6 months' study in his or her principal course; or

2.2 The student is sponsored by another government and that government sponsor provides written support of the change as it considers the change to be in the student's best interests; or

2.3 The Institute has ceased to be registered or the course in which the student is enrolled has ceased to be registered; or

2.4 The Institute has a sanction imposed on it that prevents the student from continuing his or her principal course.

3. POLICY FOR CHANGING PROVIDERS WITHIN THE FIRST 6 MONTHS

3.1 To apply to transfer to another provider within the first 6 months of the student's principal course, students must demonstrate circumstances justifying the transfer as outlined below.

3.2 Circumstances justifying a transfer do not exist where:

3.2.1 The student has not completed the first four weeks of the course in which he or she is enrolled; or

3.2.2 MIT forms the view that the student is trying to avoid being reported to the Department of Immigration for failure to meet MIT's attendance or academic progress requirements; or

3.2.3 The transfer may jeopardise the student's progression through a package of courses; or
3.2.4 The transfer would be detrimental to the student's future study, welfare, and/or career objectives; or

3.2.5 The student applies for a release from a course provided by MIT in order to transfer to a course provided by another Registered Provider and MIT considers the other course to be the same, similar or equivalent; or

3.2.6 The student has not accessed MIT's student support or welfare services after having been requested to do so; or

3.2.7 The documents provided by the student do not, in MIT's view, adequately support grounds upon which the transfer is requested; or

3.2.8 The student has outstanding debts to MIT.

3.3 Circumstances justifying a transfer exist where:

3.3.1 A MIT Student Counsellor considers that the transfer would not be detrimental to the student or his or her future studies and has recommended that the student's request for a transfer be granted on the basis of:

3.3.1.1 Compassionate grounds; or

3.3.1.2 The principal course (or a prerequisite or enabling course that forms part of a package with the principal course) is inappropriate for, and does not adequately meet the student's needs; or

3.3.1.3 Academic grounds; or

3.3.1.4 Being in the best interests of the student; and

3.3.2 The student has provided a letter from another registered provider confirming that a valid enrolment offer has been made; and

3.3.3 The student has provided:

3.3.3.1 A signed and dated Release Application Form; and

3.3.3.2 A letter detailing their reasons for requesting a transfer to another provider; and

3.3.4 The student is under 18 years of age and the student has provided:

3.3.4.1 Written confirmation that the student's parent or legal guardian supports the transfer; and

3.3.4.2 where the student is not being cared for in Australia by a parent or suitable nominated relative, confirmation on the valid enrolment offer that the registered provider will accept responsibility for approving the student's
4. PROCEDURE FOR CHANGING PROVIDERS WITHIN THE FIRST 6 MONTHS

4.1 Students wishing to obtain a Release Letter must complete, sign, date and lodge the Release Request Form at the office of the Manager, Student Services/Manager Operations. (See Appendix A) The following documents must be attached to the Release Request Form as part of the Release Application:

4.1.1 A letter detailing the reasons behind their request to transfer to another Institution and how they will benefit from the transfer; and

4.1.2 A copy of the offer letter from the other Institution confirming that a valid enrolment offer has been made unconditionally at that Institution; and

4.1.3 A copy of documentary evidence referred to in the letter of application must be attached. Failure to present evidence may adversely affect the outcome of the Release Application; and

4.1.4 Where the student is under 18 years of age the student attach the following documents to the Release Request Form:

4.1.4.1 Written confirmation that the student's parent or legal guardian supports the transfer; and

4.1.4.2 Where the Student is not being cared for in Australia by a parent or suitable nominated relative, confirmation on the valid enrolment offer that the registered provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements as per Standard 5 of the National Code; and

4.1.5 Written approval for the change from the scholarship body if a sponsor is paying the tuition fees.

4.1.6 If all of the above requirements are not met the application will be rejected.

4.2 Upon receipt of the Release Application letter and supporting documents, office staff will make an appointment with the student to attend an MIT Student Counsellor within 5 working days.

4.3 The MIT Student Counsellor should:

CRICOS Code: 01545C (NAT) and 03245K
4.3.1 Interview the student to determine:

4.3.1.1 The circumstances surrounding the release;

4.3.1.2 How the student may benefit from a transfer to another education provider; and

4.3.1.3 Whether the transfer would be detrimental for the student or his or her future studies; and

4.3.2 Consider the options available to the student to achieve his or her learning goals, including any support services offered by MIT to assist students to adjust to study and life in Australia; and

4.3.3 Where it is in the student's interests, refer the student to appropriate support services for:

4.3.3.1 Academic skill support;
4.3.3.2 Additional English support;
4.3.3.3 Additional tutoring & study group support;
4.3.3.4 Increased monitoring;
4.3.3.5 A mentor program;
4.3.3.6 Referral to personal counselling;
4.3.3.7 The purpose of discussing the suitability of the course;
4.3.3.8 Consideration of reduction in course load;
4.3.3.9 The purpose of implementing an intervention strategy for the student in compliance with MIT's documented Intervention Strategy Policies and Procedures; and

4.3.4 Within 5 working days of the student's meeting with the counsellor, make a recommendation to the Manager, Student Services/Manager Operations as to whether a transfer would be detrimental to the student or his or her future studies and whether a Release Letter should be granted.

4.4 The Manager, Student Services/Manager Operations will:

4.4.1 Consider the Release Application and supporting documents in light of:

4.4.1.1 The student's educational goals and individual circumstances; and

4.4.1.2 The recommendation made by the MIT Student Counsellor; and

CRICOS Code: 01545C (NAT) and 03245K
4.4.1.3 Whether the transfer would be detrimental to the student or his or her future studies; and

4.4.2 The Manager, Student Services/Manager Operations reserves the right to refer the student to a medical practitioner of MIT’s choice, provided that this process is undertaken within the overall timeframe outlined in points 4 and 5.

4.4.3 Make and record a decision as to whether to grant a Release Letter within 5 working days of receiving the recommendation from the MIT Student Counsellor pursuant to section 4.3.4.

5. DECISIONS

5.1 Students will be advised in writing of the outcome of the application within 15 working days of the lodgement of a complete Release Application.

5.2 If the Manager, Student Services/Manager Operations decides to grant a Release Letter, office staff should immediately write to the student enclosing:

5.2.1 The Release Letter;

5.2.2 A withdrawal form;
5.2.3 Advice that the student's Electronic Confirmation of Enrolment will be cancelled and he or she must contact DIBP to seek advice on whether a new student visa is required;

5.2.4 Advice that MIT will cancel the student's Confirmation of Enrolment on PRISMS; and

5.2.5 Advice that the student may apply for a refund in accordance with MIT's Refund Policy

5.3 If the Manager, Student Services/Manager Operations decides not to grant a Release Letter, office staff should immediately write to the student enclosing:

5.3.1 The reasons for the decision not to grant a Release Letter;

5.3.2 Advice that he or she may freely transfer after completion of 6 months of his or her principal course; and

5.3.3 Information on the student's right to appeal the decision in accordance with the MIT’s appeals processes.

6. APPEALS

6.1 If the student is not satisfied with the decision as to whether or not to grant a Release Letter, the student has the right to appeal the decision in accordance clause 6.2.3 of the Student Complaints and Grievances Policy and Procedure. In this event MIT will maintain the student's enrolment in the course or courses in which he or she is enrolled to study until the appeals process is completed. An appeal must be lodged in writing to the Academic Registrar within 20 working days from the date of the refusal letter.
7. RECORD KEEPING

7.1 Copies of any letters of release/refusal to release will be retained in the student’s file.

APPENDIX A

Format for an Application for a release letter International Students @MIT Melbourne Campus

Manager, Student Services
Melbourne Institute of Technology
Melbourne Campus

Level 2M, 284 -294 Latrobe Street
Melbourne 3000

I hereby lodge an application for a release letter on the basis of the following reasons ________________advised by me (insert date of notification).

The ground(s) of my request for a release letter is/are:

(insert ground(s) as appropriate (read the DIBP regulations in relation to condition 8206)

In support of this application, I submit the following information for consideration by the application reviewer.

(Include summary of all relevant information or material here)

I have read and understood the relevant DIBP regulations in relation to matters pertaining to Release Letters. I understand I can contact DIBP to seek advice on whether a new student visa is required.

Student Signature

Date:
Family Name:
Given Name:
Student ID: (where relevant) Address
for notices:

CRICOS Code: 01545C (NAT) and 03245K
Format for an Application for a release letter International Students @ MIT Sydney campus

Manager Operations
Melbourne Institute of Technology

Sydney Campus

Level 7, 154 Sussex Street
Sydney NSW 2000

I hereby lodge an application for a release letter on the basis of the following reasons _____________________________ advised by me (insert date of notification).

The ground(s) of my request for a release letter is/are:

(insert ground(s) as appropriate (read the DIBP regulations in relation to condition 8206)

In support of this application, I submit the following information for consideration by the application reviewer.

(Include summary of all relevant information or material here)

I have read and understood the relevant DIBP regulations in relation to matters pertaining to Release Letters. I understand I can contact DIBP to seek advice on whether a new student visa is required.

Student Signature

Date:
Family Name:
Given Name:
Student ID: (where relevant) Address for notices:
Contact telephone:
Email address: