OVERSEAS STUDENT TRANSFER POLICY

1. BACKGROUND
Bond operates in compliance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code).

National Code Part D, Standard 7 Transfer Between Registered Providers places restrictions on providers from enrolling transferring overseas students prior to the student completing six (6) months of his or her principal course of study, except for circumstances outlined in the Standard. The restriction applies to any prerequisite courses in a package of courses, as well as the first six (6) months of the principal course (the Restricted Period). Providers from whom the student is seeking to transfer are responsible for assessing the student’s request for transfer within the Restricted Period. It is expected that the student’s request will be granted where the transfer will not be to the detriment to the student.

Where an overseas student requests a transfer from Bond to another institution within the Restricted Period, Bond University will assess the request against this Policy and the National Standard.

Applications from students transferring from another registered provider within the Restricted Period will also be assessed against this Policy and the National Standard.

After the Restricted Period of their principal program, students are free to transfer between registered providers and do not require a release letter.

2. TRANSFERRING FROM BOND TO ANOTHER REGISTERED PROVIDER
Any Bond student who wishes to transfer to another institution within the Restricted Period, or during their enrolment in prerequisite courses within a package of courses, must apply for a transfer. All applications must be accompanied by a valid letter of offer from the institution to which the student is transferring. All applications, except those under Clause 2.1, must be accompanied by a Request for Release form along with the documentation required by this Policy and must be lodged at the Student Business Centre.

Bond’s approach will support the intent of Standard 7 which recognises overseas students as consumers and supports them to exercise choice, while acknowledging that they may also be a group that requires support to transition to study in Australia. As such, the impact on a student of refusing a request will be one factor taken into consideration.
2.1. Circumstances where a Release Letter will be Approved

2.1.1. Failure to Meet Conditions of Offer
Students will receive a release letter if they have not met the condition(s) of their offer.

In order for a request for a release letter to be considered, the student must provide the evidence that they have attempted and not successfully completed their preliminary program e.g. ELICOS, Foundation Program.

2.1.2. Compassionate or Compelling Circumstances
Students will be provided with a release letter if they can demonstrate compassionate or compelling personal reasons or academic circumstances. It will normally be expected that such circumstances were unexpected and beyond the control of the student.

In order for a request for a release letter to be considered, the student must provide relevant supporting documentary evidence which might include a personal statement and a statement of support from an independent professional (e.g. medical, legal, counselling, academic)

2.1.3. Government-sponsored Students
Government-sponsored students may transfer if their government sponsor considers the change to be in the student's best interest and has provided written support for that change.

In order for a request for a release letter to be considered, the student must provide written support for the transfer from their government sponsor.

This Policy does not apply to AusAID students. Overseas students on AusAID visas who wish to transfer institutions should contact the International Student Team Coordinator at the Student Business Centre.

2.1.4. Students Under 18 Years of Age
Students who are under 18 years of age may transfer before completing six (6) months of their principal program if they provide written confirmation that the student's parent or legal guardian supports the transfer. Where the student is not being cared for in Australia by a parent or suitable nominated relative, the letter of offer from the new institution must confirm that the new institution will accept responsibility for approving the student's accommodation, support and general welfare arrangements.

2.1.5. Offer Letter Not Detrimental
Students will be provided with a release letter where a student submits a transfer that is accompanied by a letter of offer that is not considered detrimental to the student. Factors that may be considered as possibly detrimental include but are not limited to:

- if the transfer may jeopardise the student’s progression through a package of courses;
- if the student is trying to avoid being reported to Department of Immigration and Border Protection (DIBP) for failure to meet the provider’s attendance or academic progress requirements;
- if the student has recently started studying the course and the full range of support services are yet to be provided or offered to the student.

2.2. Circumstances where a Release Letter will be Refused
Request for transfer applications will be refused:

- if a student does not have a valid enrolment offer from the receiving provider; or
- if a student under 18 does not have written evidence that the student’s parent or legal guardian supports the transfer and, if appropriate, written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements as per Standard 5; or
- if the transfer is not in the best interest of the student.

Additionally, the University will not consider applications under the following circumstances until they have been resolved:

- When there is a University initiated action against the student
- Where there are sanction/s against the student which include, but are not limited to, non-payment of tuition fees, outstanding fines and penalties.
2.3. **Other Information**

2.3.1. **Transferring to a Non-AQF Equivalent Degree**

Where a student is requesting a transfer to a Non-AQF Equivalent Degree they must provide relevant supporting documentary evidence which might include a personal statement outlining why the transfer is not detrimental to the student.

2.3.2. **Application for Release Letter**

All applications for release letters must be made in writing on Bond University’s Request for Letter of Release form, along with the documentation required by this Policy.

2.3.3. **Outcome of Application**

Students will be given a written statement of the outcome of their request, including reasons for the outcome.

The written outcome will normally be provided within ten (10) working days of the date the student submits their written request. Requests that do not contain all necessary information required under this Policy may take longer to process.

All requests from students for a letter of release and the assessment of, and decision regarding, the request will be kept on the student’s file.

2.3.4. **Appeals**

Where a student is not provided with a letter of release, the student has a right of appeal. Appeals should be submitted in accordance with the University’s Academic Regulations (Division 9 – Complaints and Appeals for Review of Decisions).

2.3.5. **Refunds**

In all cases, students’ entitlement to a refund will be assessed in accordance with Bond University's applicable refund policy for overseas students.

Students should submit an application for refund, if appropriate, to the Cashier’s Office. In instances where the refunds exceed AUD$1,000, the monies will be returned to the country from which the original funds were transferred. Alternatively, students may request for the refund to be forwarded to the receiving institution’s bank account.

3. **TRANSFERRING TO BOND UNIVERSITY FROM ANOTHER REGISTERED PROVIDER**

Bond University will not knowingly enrol a student wishing to transfer from another registered provider’s program prior to the student completing six (6) months of his or her principal course of study except where:

- the original registered provider has ceased to be registered or the program in which the student is enrolled has ceased to be registered;
- the original registered provider has provided a written letter of release;
- the original registered provider has had a sanction imposed on its registration by the Australian Government or State or Territory Government that prevents the student from Continuing his or her principal course; or
- any Government sponsor of the student considers the change to be in the student’s best interest and has provided written support for that change.

Bond University will be required to undertake the Genuine Temporary Entrant (GTE) and Genuine Student (GS) checks prior to making any offers of enrolment.

4. **DEFINITIONS**

**Bond University** A reference to Bond University, includes Bond University College.

5. **RELATED PROCEDURES, GUIDELINES, AND FORMS**

Request for Letter of Release