



Student Transfer Policy

Australian College of Commerce and Information Technology will not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her Director of Studies course of study except where:

- a) the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- b) the original registered provider has released student via PRISMS;
- c) 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 Director of Studies course; or
- d) 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.

Australian College of Commerce and Information Technology will assess requests from students for a transfer between registered providers prior to the student completing six months of the Director of Studies course of study in accordance with their documented procedures.

Australian College of Commerce and Information Technology has a documented student transfer request form, which is available to staff and students. This form specifies:

- a) the circumstances in which a transfer will be granted;
- b) the circumstances the registered provider considers as providing reasonable grounds for refusing the student's request, including when a transfer can be considered detrimental to the student; and
- c) a reasonable timeframe for assessing and replying to the student's transfer request having regard to the restricted period.

Australian College of Commerce and Information Technology release students only where the student has:



- a) released from another registered provider confirming that a valid enrolment offer has been made,
and

Release, if granted via PRISMS, will be done at no cost to the student and will advise the student of the need to contact Department of Home Affairs (DHA) to seek advice on whether a new student visa is required.

Where Australian College of Commerce and Information Technology will does not grant release, the student will be provided with written reasons for refusing the request and will be informed of his or her right to appeal the registered provider's decision in accordance with Standard 10 (Complaints and appeals).

Australian College of Commerce and Information Technology will maintain records of all requests from students for release and the assessment of, and decision regarding, the request on the student's file.