

International Student Transfer Procedures

Table of Contents

1. Governing Policy
2. Purpose
3. Procedures
4. Forms

1. Governing Policy

Enrolment Policy

2. Purpose

- a. These procedures specify the process which applies when an international student seeks to withdraw from IELI and transfer to another CRICOS-registered Elicos provider.
- b. It applies only to students who seek to transfer before they have completed 6 months of their principal course of study at IELI.

3. Procedures

- a. An international student who wishes to withdraw from IELI and transfer to another CRICOS-registered ELICOS provider before they have completed 6 months of their principal course of study must apply to International Admissions using the prescribed form.
- b. Included with the application must be:
 - i. an unconditional offer from another registered institution
 - ii. a personal statement explaining why the change is necessary
 - iii. documentary evidence to support the change
 - iv. a supporting statement from a government sponsor (where relevant)
- c. A transfer will be approved only when IELI deems it is in the student's best interests, including, but not limited to, the following circumstances:
 - i. the student provides documentary evidence of compelling circumstances beyond their control that have an impact on their plans for study at IELI;
 - ii. the student has completed at least three (3) sessions of study at IELI and it is evident on the basis of the student's academic results, even after engaging with the school's intervention strategy for at-risk students that they are unable to achieve satisfactory course progress;
 - iii. the student does not meet the entry criteria of their EAP course, and IELI determines that they have made a genuine attempt to meet these conditions;

- iv. there is evidence that the student's reasonable expectations about their current course are not being met; or
 - v. there is evidence that the student was misled by IELI or an education or migration agent about IELI or its course and the course is therefore unsuitable to the student's needs and/or study objectives.
 - vi. the IELI course accepted by the student has been cancelled, ceased to be registered on CRICOS or ceased to be offered, or the IELI otherwise fails to deliver the course as outlined in the written agreement.
- d. IELI may reasonably refuse a request for a transfer in circumstances including, but not limited to, the following:
- i. the student's request is based only on personal preference;
 - ii. the student wishes to change to a similar course with lower fees;
 - iii. the student is able to be offered an alternative course at IELI that meets the student's expectations/ requirements;
 - iv. the student wishes to transfer to a course that provides the same pathway to their packaged university or VET course;
 - v. the student owes tuition or other fees and charges to IELI;
 - vi. the student has not accessed all relevant support services available to them through IELI;
 - vii. the student has been in breach of their student visa conditions;
 - viii. the student is found to have provided false information to IELI.
- e. The student will be notified of the outcome of an application for transfer within 10 working days of the date of submission of a complete application (including all required documents).
- f. If the transfer is approved, this will be recorded in the Provider Registration and International Student Management System (PRISMS) at no cost to the student. The student will be notified of the outcome 3 CRICOS No. 00114A and advised to contact the relevant Australian Government department to ensure that they maintain appropriate visa status.
- g. If IELI intends to refuse the transfer request, the student will be advised in writing of the reasons for the refusal and informed of their right to request a review of this decision in accordance with the Internal and External Appeals Policies and procedures.

4. Forms

To receive a [Request for Release to another CRICOS-Registered ELICOS provider form](#), contact IELI Admissions at ieliadmissions@flinders.edu.au.