

POLICY & PROCEDURE: INTERNATIONAL STUDENT TRANSFER

Policy

This policy applies to international (CRICOS) students who are considering transferring to another institution Ella Baché College. This policy does not apply to international students who wish to transfer to another Ella Baché College course.

International Student Transfer

International students may transfer to another institution. However, international students who wish to do so before completing the first **six (6) months** of their principal course must request release from Ella Baché College of Skin and Beauty Therapy.

This section is informed by Part B, Standard 7 of the National Code of Practice for Registration Authorities and Providers for Education and Training to Overseas Students (National Code 2018).

Circumstances in which a release is not required

A release is not required if the student:

- has been studying in their principal course (the course for which the student was granted a visa) for more than six months, or
- wishes to discontinue studying at Ella Baché College of Skin and Beauty Therapy and intends to return to their home country, or
- holding another kind of temporary residence visa that is not subject to the National Code 2018.

Notification

If no written request is received from a student by Student Services at studentservices@ellabachecollege.edu.au requesting a transfer, the student will remain enrolled.

Procedure

Where a Student requests to transfer they must notify the college in writing. Written notification may be by completion and return of the 'Application for International Student Transfer Form', available from <https://www.ellabache.com.au/pages/resources> or by requesting a copy from Student Services. Note a supporting letter must be provided outlining the reasons for the students request to transfer to another institution and how the student will benefit.

- All communication must be sent to Student Services at studentservices@ellabachecollege.edu.au .
- A copy of the letter of offer from the other institution confirming the student has been offered an unconditional place at the institution
- Applications will only be reviewed and processed once all paperwork is received
- The Head of Education will review all applications and may interview the student before approving or considering the application.
- If the Student's application is approved, the College will update the Student's status in accordance with this policy and the circumstances involved and confirm:
 - Via a 'letter of release' that Ella Baché College has approved the request to transfer to another institution
 - Update the Department of Home Affairs via the PRISMS system
 - Cancel the Ella Baché College Certificate of Enrolment
- If the Student's application is not approved, the reasons for refusal will be provided and the process to follow for any complaints or appeal with regards to the decision. The Policy and Procedure for Complaints, Grievances and Appeals can be located here <https://www.ellabache.com.au/pages/resources>