



TRINITY COLLEGE
THE UNIVERSITY OF MELBOURNE

Trinity College Pathways School

Transfer Policy

Overview

Trinity College is an affiliated College of the University of Melbourne.

The Pathways School consists of the Trinity College Foundation Studies program, the Young Leaders program and other short programs and conferences.

The College reserves the right to review and make changes to this Policy from time to time.

Scope

This Policy covers all students studying in the Trinity College Foundation Studies program, Young Leaders Program and other short programs conducted by the Pathways School.

Definitions

DIBP – Department of Immigration and Border Protection

TCPS – Trinity College Pathways School

ESOS Act – Education Service for Overseas Students Act 2007

Background

Trinity College Pathways School follows the requirements of the standards where registered providers must assess requests from students for a transfer between registered providers prior to the student completing six months of their course of study. It addresses the requirements outlined in the National Code, Part D, Standard 7.

Student Transfers between Providers

Standard 7 of the National Code restricts students from transferring to another provider (institution) for the first six months of commencement of their primary course. This policy took effect from 1 July 2007. Students wishing to transfer to another institution must obtain a Letter of Release from Trinity College or the University of Melbourne depending on their visa. For those students who have a packaged visa, the University of Melbourne is the primary course.

Current Students with packaged visas

Current Pathways School students who hold a packaged visa will need to apply to the University of Melbourne directly in regards to obtaining a Letter of Release. Students must access the following website and follow the instructions therein. Students are also required to notify Trinity College of their intentions to transfer to another institution and that they have applied for a Letter of Release from the University of Melbourne.

http://futurestudents.unimelb.edu.au/admissions/applications/other-applications/transferring-course/international_student_transfer_policy

Prospective Students and Current Students with non-packaged visas

Prospective students, as well as current students who do not hold a packaged student visa, should apply directly to Trinity College for a Letter of Release.

Trinity College is entitled to determine the circumstance in which it may provide or refuse to provide a Letter of Release. A Letter of Release will be granted only where a transfer will not be to the detriment of the student or their future studies (e.g. a Letter of Release will be issued if the student is experiencing personal difficulty or educational problems that can not be addressed by the College's resources).

Trinity College will assess a student's request for release against its policies and procedures and may meet with the student to discuss their options. The Associate Dean, Academic Administration will inform the student of its decision within 10 business days if the following has taken place:

1. Student has submitted a written request to transfer to another institution, outlining their reasons for the transfer, and including a Letter of Offer from the other institution confirming that a valid offer has been made.
2. For under 18 year old students, student has submitted written confirmation that their parent or guardian supports the transfer.

If the transfer is granted:

1. Trinity College will notify the student/parents (if under 18) of the decision in writing and retain a copy in student file.
2. Any fee implications will be explained with reference to the Refund Policy, if applicable.
3. Student/parents will be advised of any visa implications and students will be encouraged to seek independent advice directly from DIBP.
4. A Letter of Release will be provided.
5. Trinity College will notify DIBP via PRISMS.
6. The student will be advised to contact DIBP for further instructions.
7. Student's record will be updated in the Trinity College Administration System.

If the transfer is denied:

- 1 The request to transfer to another institution may be denied and a Non Letter of Release is issued as per following reasons:
 - If the transfer is deemed to be detrimental to the student;
 - Student has not made any reasonable attempt to engage in the academic/social aspects of the FSP;
 - Student cannot prove that support services failed and / or that these support services were not made available;
 - Student cannot prove that the intended course better meets their academic study capabilities;

- If Trinity College forms the view that the student is trying to avoid being reported to DIBP for failure to meet the provider’s attendance or academic progress requirements.
2. A letter refusing the request to transfer is sent to the student, including a Non Letter of Release, within 10 business days of receiving the application to transfer. A copy of these letters will also be retained in the student’s file.
 3. The student is informed of their right to access the complaints and appeals processes at Trinity College.
 4. If the student proceeds to withdraw from Trinity College Foundation Studies, the College will notify DIBP via PRISMS and the student will be advised to contact DIBP for further instructions regarding their student visa.

Trinity College Pathways School Transfer Policy	
CRICOS Code	00709G
ABN	39 485 211 746
Date of current revision	August 2016
Topic	Transfer
Review date	August 2018
Business Owner	Associate Dean, Marketing and Admissions
Authorising body	Pathways School Executive
Audience	Students, staff
Related legislation and government departments	Department of Education and Training (Cth) Department of Immigration and Border Protection (Cth) Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) Overseas Students Ombudsman
Notes	Students are bound by all applicable federal and state legislation.
Published	Website / portal