



1. TRANSFER POLICY AND PROCEDURE

Internal Transfer

A student may transfer to another course at New England College of Technology and pay any cost difference if the new course is more expensive. If the course is less expensive, the student will be granted a refund.

If the student wishes to transfer to another New England College of Technology course, she/he has to apply in writing to the New England College of Technology Administration Manager before the end of the first week of each new term/semester. The Administration Manager at New England College of Technology may need to discuss with the student his/her transfer request and other academic matters before making the final decision. The Administration Manager will provide the student with the final decision in writing in within 5 working days.

Both the student application for the transfer to another New England College of Technology course and the New England College of Technology Administration Manager's decision will be recorded and placed in the student's file and an adjustment will be made to the student's information in the New England College of Technology computer database.

Student Transfer (to another Provider) Policy

Purpose:

This Policy addresses Standard 7 of the revised National Code 2007: Transfer between Registered Providers.

Scope

This Policy applies to all students enrolled at New England College of Technology and must be followed by all staff managing enrolments or admissions.

Policy

This Student Transfer Policy and Procedure (the Policy) applies to you if you are a student who is enrolled at New England College of Technology (New England College of Technology):

- in a principal course of study, and you have not yet completed six months of that course; or
- in a prerequisite or enabling course that forms a package with the principal course of study

If the Policy applies, you are only entitled to transfer to a course provided by another Registered Provider in the circumstances set out in this Policy. In some circumstances you will not need a release from New England College of Technology in order to transfer.

International Student Handbook

New England College of Technology

151 Wellington Rd, East Brisbane QLD 4169 – P| +61 7 3844 0080 F| +61 7 3844 9080 [E| info@nect.qld.edu.au](mailto:info@nect.qld.edu.au)
New England College of Technology is a trading name of New England Institute of Technology Pty Ltd thereafter known as NECT
ABN 40 135 331 494 | RTO 31943 | CRICOS 03113M



1. When you need to obtain a release from New England College of Technology before you transfer

If you are a student covered by this Policy, you must obtain a release from New England College of Technology before you can change to a course provided by another Registered Provider, unless one or more of the following circumstances applies:

- New England College of Technology has ceased to be registered as a provider or the course in which you are enrolled has ceased to be registered;
- New England College of Technology has had sanctions imposed on its registration by the Australian government or a State or Territory government, which prevents you from continuing your principal course; and/or
- You are a government sponsored student and your government sponsor considers the change to be in your best interests and has provided written support for that change.

If one of these circumstances applies, you do not need to obtain a release from New England College of Technology before you can change to a course provided by another Registered Provider. New England College of Technology Refund Policy will determine the extent, if any, to which you are entitled to a refund of tuition fees.

2. How to apply for a release

If you are required to obtain a release from New England College of Technology before changing to a course provided by another Registered Provider, you must:

- a) First consult with New England College of Technology International Liaison Officer and Administration Manager (the outcome of the consultation will be recorded and placed in the student's file); and
- b) Then lodge a written "Application for a Release from New England College of Technology", using the form of application shown in Appendix A. You must ensure that your application form is fully completed and that all required supporting material is provided when your application form is lodged.

You must:

- clearly and fully state on the application form, the reason(s)/ground(s) for seeking a transfer;
- provide New England College of Technology with a letter from the registered provider of the course to which you wish to transfer, confirming that a valid enrolment offer has been made; and
- provide New England College of Technology with all other documentary evidence in support of your application or that is referred to in your application.

Failure to comply with these requirements may adversely affect the outcome of your application.



3. Grounds for granting your application for a release

- New England College of Technology considers that it is reasonable to grant an application for a release, and will grant an application for a release, if you have made an application in accordance with the Policy and one or more of the following circumstances apply:
- There are medical grounds requiring you to transfer and they are evidenced by a letter or certificate from an Australian registered medical practitioner that explains the medical grounds that require you to transfer;
- New England College of Technology considers that there are compassionate grounds for granting your application;
- New England College of Technology considers that your principal course (or a prerequisite or enabling course that forms part of a package with your principal course) is inappropriate for, and does not adequately meet, your needs;
- New England College of Technology considers that there are academic grounds for granting your application;
- New England College of Technology considers that your personal difficulties or educational problems cannot be addressed by its resources; or
- New England College of Technology considers that it is in your best interests to grant your application.

4. Grounds for rejecting your application for a release

New England College of Technology considers that it is reasonable to refuse an application for a release, and will refuse an application for a release, in the following circumstances:

- A student has not had a valid enrolment offer from the receiving provider.
- Where you apply for a release from a course provided by New England College of Technology in order to transfer to a course provided by another Registered Provider and New England College of Technology considers the other course to be the same, similar or equivalent, except where New England College of Technology considers that exceptional circumstances exist in relation to your welfare;
- Where you have not first met with the New England College of Technology International Liaison Officer and Administration Manager,
- Where New England College of Technology considers that granting a release may adversely affect your welfare;
- Where New England College of Technology considers that the best interests of the student would not be served by granting the request, such as (without limitation) where New England College of Technology has concerns about: the suitability of the intended course for you; your present or future academic performance or achievement; or your welfare;
- Where New England College of Technology considers that granting a release may result in you avoiding being reported to a government authority for a failure to meet any attendance, academic progress or other requirement of New England College of Technology, the law, the National Code of Practice or any government authority;
- New England College of Technology considers that any fact or belief offered in support of your application is untrue;
- The student's application does not comply with any requirement of this Policy (including the requirement to first consult New England College of Technology



International Liaison Officer and Administration Manager before lodging the application form); or

- Student is experiencing course schedule conflict with personal, work, or other non-study commitments;
- New England College of Technology does not consider that your application is supported by sufficient documentary evidence, or you have failed to provide any document that is required by law, a government authority or by the National Code of Practice.

5. Assess Process Time frame

New England College of Technology will advise you in writing of the outcome of your application within seven (7) business days of the date on which New England College of Technology receives your application form.

6. Outcome Notification and Records

If New England College of Technology grants your application for a release, you will be:

- advised to contact the Department of Immigration and Citizenship (DIAC) to seek advice about student visa requirements;
- sent a withdrawal form from the studies/course/subjects; and
- Advised about the extent of your entitlement (if any) to a refund of tuition fees under New England College of Technology Refund Policy.

If New England College of Technology refuses your application for a release, you will be:

- provided with written reasons for the refusal; and
- That the student will be given 20 days to access the College's complaints and appeals process. When the appeals process is initiated, New England College of Technology will maintain the student's enrolment until the appeals process is complete. Refer to the College Complaint and Appeals Policy for further details.

If the student has been approved, he will be provided with written approval.

Transfer Procedure Flowchart

