Trinity College Pathways School

Transfer Policy and Procedure

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

HA – Department of Home Affairs, a central policy agency including immigration and border-related functions, multicultural affairs, federal law enforcement, and emergency management.
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 principal course. This policy took effect from 1 July 2007. Students wishing to transfer to another institution must be released from Trinity College and / or the University of Melbourne depending on their visa.

What is my principal course?

If you are granted a student visa based on more than one course (packaged courses), your principal course is the last course for which your visa is granted, eg. if you hold a four year visa, your principal course in this instance is the University of Melbourne. If you do not hold a four year visa, then your principal course is Trinity College and you do not have a packaged visa. Please refer to your visa details.

Packaged visas

The University of Melbourne may release a student from their undergraduate course in accordance with the University's Transfer Policy.

Students should submit a request via https://enrolmentandacademicrecords.formstack.com/forms/release_letter Students can find more information on http://services.unimelb.edu.au/international/enrolment-changes/changing-course-or-provider

Non-packaged visas

Students who do not hold a packaged student visa should apply directly to Trinity College for their release.

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

A release is not required if:

- You have completed more than 6 months of your principal course; or

- You are sponsored by your government and the sponsor considers the change to be in your interest and has provided written support for the change; or

- The course for which you have received a Confirmation of Enrolment (Coe) will no longer be offered by Trinity College and ceases to be registered on the Commonwealth Register of Institutions for Overseas Students (CRICOS); or

- You are transferring from one Trinity College Foundation Studies course to another; or

- You are transferring to an oversees provider

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 has included a Letter of Offer from the other institution confirming that a valid offer has been made.
2. For under 18 year-old students, a written confirmation from their parent or guardian has been submitted that 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 release and any visa implications and students will be encouraged to seek independent advice directly from Home Affairs (HA).

4. Trinity College will notify HA by granting the release and transfer in PRISMS.

5. Student's record will be updated in the Trinity College Administration System.

6. Under-18 students who have been issued with a Trinity College CAAW letter will not have this cancelled until:
    a. Another provider has taken on the responsibility of the student and issued their CAAW letter; or
    b. The student has returned to their home country

If the transfer is denied:

1   The request to transfer to another institution may be denied and a release **not** granted as per the following reasons:

- 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 Trinity College Foundation Studies program;
- Student is not engaging with an intervention strategy with the intention of failing and being released.
- If the student intends to study at a lower Australian Qualifications Framework (AQF) level, they will need to apply for a new student visa.
- 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;
- Trinity College forms the view that the student is trying to avoid being reported to HA for failure to meet the provider's attendance or academic progress requirements.
- A student whose enrolment is terminated for breaches of Trinity's Student Code of Conduct or for breaches of the conditions of their Student Visa as set out by Home Affairs (HA).

2. A letter refusing the request to transfer is sent to the student, 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 as per Trinity's website below:
   http://www.trinity.unimelb.edu.au/media/docs/TCPS-Student-Complaint-Policy-and-Procedure-d1dc98dc-20ea-4a57-a1f2-4012c051185f-0.pdf

If student's appeal is successful, Trinity College will notify HA by granting the release and transfer in PRISMS

4   If the student's appeal is unsuccessful, and then proceeds to withdraw from Trinity College Foundation Studies, Trinity College will notify HA via PRISMS of the withdrawal and a **non**-release and the student will be advised to contact HA for further instructions regarding their student visa

Trinity College Pathways School Transfer Policy and Procedure	
CRICOS Code	00709G
ABN	39 485 211 746
Date of current revision	March 2018
Topic	Transfer
Review date	March 2021
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 Home Affairs (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
Related documents	TCPS Complaint Policy and Procedure Pathways School Student Code of Conduct TCPS Academic Progress Policy and Procedure TCPS Procedures for Monitoring Student Attendance TCPS Attendance Policy TCPS Younger Student Policy and Procedure
Notes	Students are bound by all applicable federal and state legislation.
Published	Website / portal