DEFERMENT, TRANSFER BETWEEN PROVIDERS OR WITHDRAWAL

Current TCFS Students - Deferment Procedures:

Trinity College will review a request for a student to defer their studies where there are compassionate or compelling circumstances (e.g. serious illness, death of a close family member or any other circumstance beyond a student's control). Students must follow the procedures below:

1. The student must submit a formal written request to defer, outlining reasons and/or personal circumstances for the request.
2. Trinity College evaluates the application within 10 days.
3. A meeting is held with the student to discuss options.
4. If the deferment is approved Trinity College will:
   - Communicate with parents;
   - Explain the fee implications, if applicable;
   - Advise the student/parents of any visa implications, and encourage student to seek independent advice directly from DIAC;
   - Notify student/parents of the decision in writing and retain a copy in student file;
   - Notify DIAC via PRISMS;
   - Student's record will be updated in the Trinity College Administration System.

If the deferment is denied:

1. The student is informed in writing why their deferment has been denied, within 10 days.
2. The student is informed of the complaints and appeals processes made available to all students.

Student Transfers Between Providers

Standard 7 (ESOS Act) 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 Release Letter 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 TCFS students who hold a packaged visa will need to apply to the University of Melbourne directly in regards to obtaining a Release Letter. 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 Release Letter from the University of Melbourne.
Current TCFS students with non packaged visas and all prospective TCFS students (packaged and non packaged):

Trinity College is entitled to determine the circumstances 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 a student is experiencing personal difficulty or educational problems that can not be addressed by Trinity's 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 option. The college will inform the student of its decision within 10 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. Student has submitted a letter detailing the benefits to them by enrolling in the alternative course that are over and above what Trinity provides in terms of academic program / welfare support or facilities available to student.
3. 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 eighteen) 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 DIAC.
4. A Letter of Release will be provided.
5. Trinity College will notify DIAC via PRISMS.
6. The student will be advised to contact DIAC 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;
   - The student is seeking a transfer within the first 4 weeks of commencement;
   - 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 the Department of Immigration and Citizenship (DIAC) 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 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, Trinity College will notify DIAC via PRISMS and the student will be advised to contact DIAC for further instructions regarding their student visa

**Withdrawal**

Students who accept their offer and subsequently decide to withdraw from the course must notify Trinity College in writing. All applications for refund of fees will be considered individually. Students should refer to their Letter of Offer for fee structures and to the conditions of enrolment as well as Trinity's Refund Policy.

• Trinity College will notify student/parents (if under eighteen) of the decision in writing and retain a copy in student's record;
• Any fee implications will be explained with reference to the Refund Policy, if applicable;
• The student/parents will be advised of any visa implications, and encourage student to seek independent advice directly from DIAC;
• A Letter of Release or Non Letter of Release will be issued accordingly;
• The College will notify DIAC via PRISMS, and student's record will be updated accordingly in the College Administration system.
• The student will be advised to contact DIAC for further instructions.