

Policy and Procedure

Transfer between Registered Providers

Issue Date:	Summary of Changes	Review Date
05/02/2014	Written Policy and Procedure	January 2017
23/01/2017	Update of Policy and procedure.	September 2017
11/09/2017	Update of Policy and procedure	
15/03/2017	Update of Policy and procedure	
22/01/2020	Update of Policy and procedure	

Purpose:

The purpose of these guidelines is to describe the conditions under which Hawthorn-Melbourne will consider a request for a transfer from a student currently studying at Hawthorn-Melbourne. These conditions are outlined in the Hawthorn-Melbourne Conditions of Enrolment, Transfers, the Letter of Offer - Student Agreement, and published in the Student and Staff Handbook which is made available to students once they have commenced the course.

Transfer Policy

- If You transfer to a course at another educational institution (excluding English language studies) and You have met the institution's published IELTS, TOEFL or PTE score, or you have achieved a satisfactory level of English through Hawthorn-Melbourne's agreed pathways, You may be eligible for a transfer of the unused portion of pre-paid tuition fees, less an administration fee of 30 percent.

You must provide Hawthorn-Melbourne with evidence acceptable to Hawthorn-Melbourne of valid enrolment from the new institution and Your current attendance rate at Hawthorn-Melbourne must be over 80 percent. Fees will only be transferred in full weeks.

If you are granted a transfer, the remaining portion of Your tuition fees will be calculated from the commencement date of the new studies. You may not be released from enrolment at Hawthorn-Melbourne prior to the commencement date of the new studies.

- In addition, if You are under 18 years of age You must have written evidence acceptable to Hawthorn-Melbourne that Your parent or legal guardian supports the transfer and written confirmation that the new institution will accept responsibility for approving your accommodation, support and general welfare arrangements if You are not being cared for in Australia by a parent or suitable nominated relative or legal guardian.
- In addition, if You are sponsored by Your government, and Your government considers the transfer to be in Your best interests and You provide Your government's written support for the transfer acceptable to Hawthorn-Melbourne, then the remaining portion of Your tuition fees from the commencement date of the new studies may be transferred to the new course.
- If You are successful in gaining entry to another Navitas college or Navitas university program, You may be eligible for a transfer of all remaining pre-paid tuition fees to the new Navitas institution.
- Course fees are not transferable to another person nor to another English language centre, except for a Navitas English Entity.
- You will not be allowed to transfer to another institution in the first six months of Your Principal Course of study (except for situations outlined above).
If Your Course at Hawthorn-Melbourne is a prerequisite course in a package of courses, You will not be allowed to transfer to another provider except in limited circumstances as outlined above.

Transfers Procedure

1. The student collects necessary documentation and makes an appointment with the Further Studies Advisor, Room 1415.
2. The Further Studies Advisor assesses the application, explains to the student the likelihood of acceptance or rejection, and provides the student with the Transfer of Provider form to be completed. Supporting documentation to be provided as outlined in the Transfer Policy.
3. The Further Studies Advisor submits all documents to the Manager Admissions.
4. The Manager Admissions will notify the student of the outcome in writing.
5. If a transfer of fees to the new educational provider applies, the transfer will be processed in accordance with the Transfer Policy.
6. Hawthorn-Melbourne will record the "Release" and "Change of Provider" in PRISMS. The e-COE will be cancelled.
7. The student will be notified in writing of the completion of these actions.
8. For students under the age of 18 years and under the CAAW of Hawthorn, the CAAW will be cancelled on PRISMS and the CAAW will be taken up by the new provider.
9. It is the student's responsibility to ensure they hold a valid visa for the course of study with the new education provider.
10. The student should contact the Department of Home Affairs for questions relating to whether the change to the new education provider impacts their current student visa.
<https://immi.homeaffairs.gov.au/change-in-situation/study-situation> or telephone 131 881.

Transfers to a Navitas English provider.

1. The student makes an appointment with the Senior Teacher-Student Liaison, Room 1121.
2. Senior Teacher-Student Liaison counsels the student regarding their transfer to a Navitas English provider. If the student's current and/or overall attendance could fall below 80% as a result of the transfer, the student will be counselled on the impact and possible implication on their current student visa.
3. Senior Teacher-Student Liaison will ensure that a *Transfer Change of Centre* form has been completed and signed by the student and will forward the completed form to the Manager, Admissions.
4. The Manager, Admissions will liaise with the receiving Navitas entity for an offer for the new course.
5. The receiving Navitas entity provides an offer for the student to accept and pay any additional fees.
6. Hawthorn-Melbourne will record the "Release" and "Change of Provider" in PRISMS which includes the date of effect and reason for release. The e-COE will be cancelled.
7. Acceptance of the offer and any additional fees must be finalised before the Navitas entity issues an e-CoE.