

RMIT ENGLISH WORLDWIDE TRANSFER TO ANOTHER EDUCATION PROVIDER PROCESS

Purpose

This process:

- is formed in accordance with the RMIT Enrolment Policy (provision 12) and provides details in relation to applications for transfer between education providers; and
- ensures compliance with Standard 7 of the National Code.

Scope

Students on a student visa studying with REW Melbourne who have not yet completed six months of study in the principal program in which they are enrolled.

Exclusions

None

Definitions

Principal program means the highest level of study that the student visa covers

Education provider means an educational institution that is registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

Provisions

General

1. Where a student requires a transfer prior to completing six months of their principal program, RMIT Training will assess the application for transfer against this process.
2. Applying to transfer between education providers does not preclude students from the requirements to attend classes or enrol on time. Failing to meet these requirements will result in the students being reported to Immigration as required by law.

Student visa covering both RMIT English Worldwide and RMIT University Programs

3. If the student's student visa includes an RMIT University program, then the following apply:
 - 3.1 The student must first apply to the University to transfer to another education provider through the following website:
<https://www.rmit.edu.au/students/student-essentials/information-for/international-students/transferring-to-another-education-provider>
 - 3.2 If the University approves the application, the student must then submit the following documents to RMIT Training Student Services reception (or via email to rewstudent.services@rmit.edu.au):
 - A completed application to transfer from an RMIT English Worldwide program (available from RMIT Training Student Services reception)
 - The email from the University advising the approval of the transfer of providers application
 - A valid letter of offer with a future start date that includes an English pathway program at an appropriate level
 - Application for refund form, if applicable (available from RMIT Training Student Services reception)

If the student is under 18, the following additional documents are required:

- Letter from parent/legal guardian supporting the transfer

- Evidence of new education provider accepting responsibility for accommodation and welfare arrangements (commonly known as the “CAAW letter”).

3.3 RMIT Training will approve the application if the student meets the requirements in provision 3.2.

Student visa covering RMIT English Worldwide programs only

4. If the student’s student visa only covers RMIT English Worldwide programs, then the following apply:

- 4.1 The student must submit the following documents to RMIT Training Student Services reception or rewstudent.services@rmit.edu.au:
- A completed application to transfer from an RMIT English Worldwide program (available from RMIT Training Student Services reception)
 - A valid letter of offer with a future start date that includes an English program at an appropriate level
 - Any additional document requirements specified in provision 4.2
 - Application for refund form, if applicable (available from RMIT Training Student Services reception)

If the student is under 18, the following additional documents are required:

- Letter from parent/legal guardian supporting the transfer
- Evidence of new education provider accepting responsibility for accommodation and welfare arrangements (commonly known as the “CAAW letter”).

4.2 The student’s application will be approved in the circumstances where RMIT Training has assessed the transfer to be in the student’s best interest, including but not limited to the following reasons.

Reasons	Additional document requirements
The student is not achieving satisfactory course progress despite genuine engagement with the intervention strategy for students at risk	None
The student’s reasonable expectations about the course are not being met	Correspondence or marketing material received by the student from RMIT Training prior to enrolment
The program is inappropriate because it does not meet the academic needs of the student	Letter from academic or careers counsellor or psychologist
Compassionate and compelling circumstances beyond the student’s control that impact on plans for study or wellbeing.	Letter from a registered medical practitioner, or the student’s parents stating release is in the student’s best interests.
An appeal on another matter results in a decision or recommendation to release the overseas student	Appeal outcome document
A government sponsor considers the change to be in the student’s best interests	Letter/email from the sponsor

4.3 The student’s application may be refused in the following circumstances:

- The student has completed less than 5 weeks of study and has not experienced the full range of academic and transitional support services available at RMIT Training
- The student’s failure to read or understand the RMIT Training offer, tuition or refund policies.
- Where a visa was granted but the student fails to enrol at REW before the end of the enrolment period. In this situation, the student should apply to defer their RMIT Training offer
- RMIT Training has found the student’s supporting documents to be fraudulent.

What happens after submitting the application?

5. The outcome of the application will be emailed to the student’s RMIT email account within 10 working days of a complete application.

RMIT Training receives a complete application when the application contains all information and documents RMIT Training requires to assess the application specified in this process. This includes any additional documents or information RMIT Training may request after receiving the initial application.

6. If the application is approved, RMIT Training will release the student and the student's enrolment will be cancelled, effective from the date RMIT Training receives a complete application.
7. If the application is not approved, the email will include reasons for the refusal.

How do I appeal a decision?

8. The student may appeal a decision in accordance with the RMIT Enrolment Policy (see provision 12), available at.

<http://www.rmit.edu.au/about/governance-and-management/policies/enrolment-policy>

Related documents

- RMIT Enrolment Policy
- RMIT English Worldwide Refund and Transfer of Fees Guidelines

Accountability

Development and improvement

Student Services Manager

Implementation

Director, Pathways

Interpretation and advice

Student Services Manager

Approval authority

Director, Pathways

Effective date

1 December 2018

Review date

1 December 2021