



AIM Transfer Policy between Registered Providers

1.0 Purpose

- 1.1 This policy is followed when assessing student's transfer request within the restricted period (i.e. the first six months from the commencement of their main course of study) including an outline of circumstances in which a transfer will be granted to another provider in accordance with the National Code of Practice (Standard 7).
- 1.2 AIM is committed to abide by and implement a transfer policy or release (if granted) as per National Code of Practice (Standard 7).

2.0 Procedures

- 2.1 All students requesting a transfer to another provider must be in the first instance referred to their Heads of Department and submit their request in writing to Registrar.
- 2.2 International students are not allowed to transfer to another educational provider within the restricted period (i.e. the first six months from the commencement of their principal course of study).
If students wish to change their education provider prior to the six months of completion of their main course of study at AIM, the request must be submitted in writing to the Registrar for assessment.
- 2.3 **Students transferring to AIM from another registered provider**
 - 2.3.1 AIM may not recruit or enroll students wishing to transfer from another educational provider to AIM prior to students completing the six months of their principal course of study unless:
 - a. The original provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
 - b. The original provider has provided a written letter of release.
 - c. The original provider has a sanction imposed on its registration by the Australian Government or State or Territory Government that prevents the student from continuing his or her principal course; or
 - d. Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
 - 2.3.2 Documentary evidence supporting students' transfer request must be submitted (if the conditions outlined in 2.3.1 apply) and all documents must be retained on the students' file.
 - 2.3.3 In accordance with the National Code, students under the age of 18 years must provide AIM with a letter in writing from their parents or legal guardian to support the transfer request and written confirmation from the proposed provider that they accept responsibility for approving the students' support and general welfare arrangements.
 - 2.3.4 A failure to provide an incomplete application and required documentations may result in the transfer request being denied by AIM.

2.4 **Students wishing to transfer to another registered educational provider**

- 2.4.1 Students who request transfer from AIM to another educational provider within the first six months of study must complete a transfer request form, state the reason why the transfer is requested and provide documentary evidence where appropriate.
Reasons for transfers may be:
- a. Medical grounds or disability or long term medical condition;
 - b. Compassionate or compelling circumstances;
 - c. Other circumstances associated with welfare or accommodation where it would be in the student's best interests to take up residency in another state or territory.
 - d. All supporting documentations must be forwarded to the Registrar for assessment.
- 2.4.2 Students need to provide a valid enrolment offer from another registered provider
- 2.4.3 Failure to provide documentary evidence may result in the transfer request being denied by AIM.
- 2.4.4 After AIM has assessed the request, students will be informed of the outcome of their request in writing, within 10 working days from receipt of the application.
- 2.4.5 If approved a letter of release will be issued at no cost to the students within 5 working days and AIM will advise the students of the need to contact DIAC to enquire if they need to obtain a new visa.
- 2.4.6 If the request is denied and AIM does not grant a letter of release, students will be advised in writing, noting the reasons for the refusal and be informed of their right to appeal the decision in accordance with the Complaints and Appeals Policy of AIM. (as per Standard 8 of the National Code) (see the appeal process on AIM handbook located http://www.aim.edu.au/current_students/forms_and_handbooks/student_handbooks.html)
- 2.4.7 Students under the age of 18 must provide written evidence from parents or legal guardian to support the transfer and a written confirmation that the new provider will be responsible for a student's support and general welfare arrangements. (as per Standard 5 of the National Code)
- 2.4.8 The request and all related correspondence and documents will be retained on the students' file.
- 2.5 **AIM may also refuse a transfer when:**
- 2.5.1 a student is deemed to be in breach of AIM's rules and regulations; or
 - 2.5.2 the transfer is considered detrimental to the student; or
 - 2.5.3 the student has an outstanding tuition fees to AIM.

3.0 **Refund**

- 4.1 Students requesting to transfer to another provider and their request has been approved are subject to the AIM refund policy conditions. Download the form at http://www.aim.edu.au/verve/resources/Request_for_refund_update_13-04-07.pdf