

Academic Policy	
International - Student Transfer Within The First 6 months	
1. Policy Statement	International Students who are seeking to transfer from SAE Institute Pty Ltd trading as SAE Creative Media Institute (SAE) to another registered provider prior to completion of the first 6 months of their principal course must seek approval from SAE to do so. If approval is granted and the student has submitted a cessation of studies form SAE will cancel the student's COE in PRISMS documenting the reason for student withdrawal.
2. Purpose	The purpose of this policy is to ensure that the Institute complies with the Education Services for Overseas Students (ESOS) Act 2000 and the requirements under Standard 7 of the National Code of Practice 2018 for administering requests from International Students holding a student visa and seeking to transfer from SAE to another registered provider.
3. Scope	<p>This policy applies to all SAE International Students who hold a Student Visa and seek to transfer their course to another institution within the first 6 months of their principal course of study.</p> <p>The ESOS Act only applies to international students who are studying at SAE in Australia on a student visa.</p> <p>It does not apply to students studying in offshore locations.</p> <p>All SAE staff involved in the recruitment, administration and support of students studying at SAE within Australia on a student visa, including Academic and central administrative units, must comply with this policy. Similarly, the ESOS legislation has an impact on the rights and responsibilities of international students studying in Australia, of which the Institute has an obligation to inform them.</p>
4. Associated Policies and Procedures	<p>This policy should be read in conjunction with the following policies and procedures;</p> <ul style="list-style-type: none"> ▪ Release from SAE within first 6 months Procedure ▪ Selection and Admissions Policy
5. Associated Documents	<p>This policy should be read in conjunction with the following documentation;</p> <ul style="list-style-type: none"> • International Student Handbook • National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 • Education Services for Overseas Students (ESOS) Act
6. Policy	<p>6.1 Definitions:</p> <ul style="list-style-type: none"> • CRICOS - Commonwealth Register of Institutions and Courses for Overseas Students • ESOS Act – Education Services for Overseas Students Act (2000) • Principal Course: The principal course of study is the main course of study that is linked to the initial Student Visa. If the student is enrolled into a package of courses, the principal course is the highest level course in the package. • CRICOS Registered Provider: A provider registered under the ESOS Act to provide a specified course to overseas students; • Provider Registration and International Student Management System (PRISMS)

ALL (CRICOS provider must submit certain information about overseas students to the Australian Government through PRISMS.

PRISMS is a secure system for providers to:

- issue 'Confirmations of Enrolment' to overseas students intending to study in Australia (the Department of Home Affairs requires these to issue a student visa); and
- report changes in course enrolment.
- **First Six Months of the Principal Course:** Student must complete six calendar months of study from the actual commencement date of the principal course. Breaks in study are not included in the six months calculation. The student must be able to demonstrate they have completed six months of study by providing an official transcript or other verifiable evidence issued by their education provider.

6.2 Students seeking to transfer from SAE to another registered provider

International students seeking to transfer from SAE to another registered provider prior to completion of the first 6 months of their principal course must seek approval to transfer.

SAE will approve the transfer only when it is in the best interest of the student, which may include:

- The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with the intervention strategy to assist the overseas student in accordance with Standard 8 (Overseas student visa requirements) of the National Code.
- Compassionate or compelling reasons for the transfer exist. For example, medical, family, or 'well-being' reasons for supporting a transfer (compassionate reasons). Or there are circumstances that are generally beyond the control of the student which affect their course progress or well-being (compelling reasons).
- SAE fails to deliver the course as outlined in the written agreement.
- There is evidence that the overseas student's reasonable expectations about their current course are not being met.
- There is evidence that the overseas student was misled by SAE or an education or migration agent regarding the registered provider or its course and the course is therefore unsuitable to their needs and/or study objectives.
- An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.

If a release is granted, it must be at no cost to the International Student and the releasing registered provider must advise the International Student to contact the Department of Home Affairs to seek advice on whether a new student visa is required.

International Students should not accept an offer at another institution unless SAE has agreed to release the student.

In accordance with ESOS National Code Section 7.2.1, before the transfer request is granted:

1. The student must present a valid letter of offer of enrolment with the receiving CRICOS registered provider.
2. If the student is under the age of 18, written evidence is required that the student's parent or legal guardian supports the transfer. If the overseas student is not being cared for in Australia by a parent or suitable nominated relative, the receiving provider must confirm it accepts responsibility for approving the student's accommodation, support and general welfare arrangements in accordance with Standard 5 (Younger overseas students).

SAE will refuse the request if the transfer would be considered detrimental to the student and the circumstances for approving the transfer have not been satisfied.

A student who has unpaid course fees for the current study period will be refused a transfer request.

Factors that would be considered detrimental to the student may include:

- A transfer would jeopardise a student's progress through a package of courses;
- A student requires or has access to particular support services that will not be delivered by the receiving provider or accessible by the student following the transfer.

SAE will assess and respond to the applicant in writing within 10 business days. SAE will maintain records of all requests from International Students for a release, and the assessment of, and decision regarding the request for two years after the International Student ceases to be an accepted student.

SAE will not finalise a student's refusal status in PRISMS until the appeal finds in favour of SAE, or the International Student has chosen not to access the Student Grievances, Complaints and Appeals Processes within the 20 working day period, or the International Student withdraws from the process.

A student may choose to appeal any decision made by SAE in accordance with the Student Grievance, Complaints and Appeals Policy and Procedure available on the SAE website within 20 working days.

6.3 International Students Seeking to Transfer to SAE from another Registered Provider

SAE will not recruit or knowingly enrol a student wishing to transfer from another registered provider prior to the student completing 6 months of their principal course of study except in the following circumstances:

- The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- The releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS;
- The original registered provider has had 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;

	<ul style="list-style-type: none"> 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. <p>International students seeking to transfer to SAE must comply with SAE Selection and Admissions Policy and meet the course entry requirements.</p>
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Administrative Information and Version Control

Date	Summary of Changes	Approved by
29 July 2016	Policy implemented	Joseph Anthonysz, Managing Director
1 December 2017	Updated policy to conform with the National Code 2018	Academic Board
4 January 2018	Minor administrative update	Compliance manager
05 April 2019	Policy Updated	Academic Board