

Academic Procedure

International - Student Transfer Within The First 6 months

1. Purpose	This procedure applies to International Students on a student visa who have applied to study at another institution within the first 6 months of their Principal Course of study at SAE Institute Pty Ltd trading as SAE Creative Media Institute (SAE) and seek to be released from SAE.
2. Scope	This procedure covers all international enrolled students at SAE Creative Media Institute.
3. Associated Policies and Procedure	<p>This procedure should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> ● International - Student Transfer Within The First 6 month Policy ● International Student Policy ● Student Grievance, Complaints and Appeals Policy ● Student Grievance, Complaints and Appeals Procedure ● Student Withdrawal Policy and Procedure ● Information Privacy Policy ● National Code of Practice for Providers of Education and Training to Overseas Students 2018 ● Education Services for Overseas Students 2000 (ESOS)
4. Associated documents	<p>This procedure should be read in conjunction with the following documentation:</p> <ul style="list-style-type: none"> ● Cessation of Studies Form
5. Procedure	<p><u>5. Overview:</u></p> <p>SAE will approve the transfer only when it is in the best interest of the student, which may include:</p> <ul style="list-style-type: none"> ● The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with that registered provider's 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

	<ul style="list-style-type: none"> ● There is evidence that the overseas student was misled by SAE or an education or migration agent regarding SAE 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. <p>International Students should not accept an offer at another provider unless SAE has agreed to release the student. A transferring student will need to separately withdraw from their course following the Student Withdrawal Policy and Procedure available on SAE’s website. A student will maintain their enrollment until a Cessation of Studies form is submitted.</p> <p>5.1 Definitions: Principal Course: The principal course of study refers to the main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses.</p> <p>CRICOS Registered Provider: A provider registered under the ESOS Act to provide a specified course to overseas students;</p> <p>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.</p> <p>The procedure is as follows: 5.2 Supporting Documentation Applications for a release will only be considered if an international Student has attached supporting documentation, which includes:</p> <ol style="list-style-type: none"> 1. Offer letter from another provider, which needs to be: <ul style="list-style-type: none"> ● A CRICOS registered course / provider ● The course will need to be at the same sector level or higher than the sector indicated on the student visa, and for which the student visa was granted; 2. Statement by the student, explaining the reasons for seeking release or other documentation explaining reasons for release request; 3. <i>If under the age of 18</i>, a copy of written approval from a parent or legal guardian supporting the transfer
	<p>5.3 Lodgement of applications If an International student has not yet commenced their course at SAE, they will need to submit their application form to: The International Student Admissions Team Email: international.admissions@sae.edu Phone: +61 (0) 2 6639 6054</p>

For International students who have commenced their course at SAE, they will need to submit their application to Student Services on Campus and will be considered by the Manager of HE Compliance (or their nominee).

5.4 Application Assessment

The application will be considered and you will be notified within **10 business days** of the outcome. 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.

5.4.1 Application Approved

If a student's application is approved:

1. Student will be notified of the outcome and PRISMS is updated
2. Upon receipt of the notification, it is the student's responsibility to formally advise SAE of their request to discontinue studies with SAE via completion of a Cessation Form. These forms can be collected from Student Services at each SAE Campus.
3. **Closing dates for Discontinuation of studies (Current SAE Students Only)** without academic and financial penalty must be **submitted by census date**. Census dates for each trimester can be found in the relevant academic calendar on the SAE website: sae.edu.au

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.

Please check the refund policy available on SAE website for the financial implications of withdrawing from a course:

5.4.2 Application Refusal

Reasonable grounds for refusal of an application may include (but are not limited to) the following:

- Change to another provider may have negative impacts on the student's personal and/or academic welfare;
- The student has applied for a similar or equivalent course with another provider
- Where there are outstanding tuition fees and/or other charges;
- Change to another provider is based on the student's own personal desire, with no supporting documentation;
- A lack of a candid attempt to participate and engage in the student's current course at SAEF
- SAE can demonstrate that the student has requested the transfer to avoid being reported to DIBP for failure to meet attendance and/or course progression requirements

The outcome of the application will be advised in writing of the reasons. The International Student has the right to access SAE's Student Grievances, Complaints and Appeals process available on the SAE website within 20 working days of receiving written notification of the outcome.

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.

	<p>For information about immigration requirements for changing courses or institutions, refer to the website of the Department Immigration and of Border Protection and especially http://www.border.gov.au/Trav/Stud/More/Changing-courses</p> <p><u>5.5 Visa Information</u></p> <p>It is the responsibility of the student to ensure that they remain compliant with student visa conditions at all times- Where a student changes providers and cancels their enrolment with SAE, the institute will notify the Secretary of the Department of Education and Training via PRISMS. It is the responsibility of the student to ensure the new provider issues them with a Confirmation of Enrolment (CoE) which will cover the duration of the new program. It is the responsibility of the student to ensure that their student visa remains valid and current at all times.</p> <p><u>5.6 Privacy statement</u></p> <p>Students have the right to access personal information that SAE holds about them, subject to any exceptions in relevant legislation. For further information, please refer to the Information Privacy Policy and/or contact Student Services on Campus.</p>
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Administrative Information and Version Control

Date	Summary of Changes	Approved by
29 July 2016	Procedure implemented	Joseph Anthonysz, Managing Director
1 December 2017	Procedure updated to align with National Code 2018	Academic Board
05 April 2019	Procedure reviewed	Academic Board