



Student Transfer Policy

Under the provisions of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code 2007), Standard 7, a registered provider must not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study unless the original provider has provided a letter of Release.

An overseas student wishing to transfer from one institution into another and who has not completed six months of his or her principal course of study will **NOT** be granted enrollment. An overseas student who has not completed six months of his or her principal course of study may request a letter of release so as to transfer from MGIT to another registered provider.

Merage Global Institute of Management (MGIT) will grant an overseas student's request for a letter of release only in exceptional circumstances relating to the welfare of the student.

MGIT will not grant an overseas student's request for a letter of release in circumstances where MGIT is of the opinion that transfer to another registered provider would be detrimental to the student. MGIT may form that opinion for reasons including the following:

- a. The request is made less than 4 weeks after the student commenced his or her course at MGIT.
- b. MGIT believes that the student is trying to avoid being reported to Department of Immigration and Border Protection (DIBP) for failure to meet attendance or academic progress requirements.
- c. MGIT believes that the provider and/or course to which the student wishes to transfer are not of the same standard as MGIT and/or its course.

MGIT will not grant an overseas student's request for a letter of release if any course monies or other amounts owed by the student to MGIT are unpaid.

A request for a letter of release must:

- A. be in writing,
- B. include all relevant information concerning the reasons for the request,
- C. include documentary evidence acceptable to MGIT that supports the reasons for the request,
- D. be signed by the overseas student, and



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E. must identify the registered provider and course to which the overseas student wishes to transfer, such identification to include full particulars of name, address and CRICOS codes for the provider and course.

If MGIT grants an overseas student's request for a letter of release, MGIT will provide the letter of release but only if the student has provided a letter from another registered provider confirming that a valid enrolment offer has been made; and

If MGIT decides not to grant a letter of release, MGIT will, within 15 working days of receipt of the written request for a letter of release, provide the overseas student with written reasons for refusing the request and will inform the student of his or her right to appeal MGIT's decision in accordance with the MGIT's appeals policy.

Where an overseas student requests a letter of release, that request will be assessed against the National Code 2007 policy and related procedures instituted from time to time.

- A request for a letter of release will be considered by the Chief Executive Officer.
- If granted, a letter of release will be provided at no cost to the overseas student.
- If granted, a letter of release will advise the overseas student of the need to contact DIBP to seek advice on whether a new student visa is required.
- All correspondence relating to a Transfer request will be filed in the student file.

Nominated Staff Member to Contact regarding Transfers

The staff member at MGIT responsible for student transfers is the Student Services Officer/Coordinator. In the event that the Student Services Officer is absent, the Training Coordinator will undertake this work. In the unlikely event that neither of these two members of staff are present, the Operation Manager may be approached for transfer-related queries.

Forms

All transfer forms are available at reception.

Transfers due to MGIT-Related Issues Such as Ceasing the Course

If the transfer is occurring due to non-student-related issues such as MGIT-related issues, MGIT will organize the transfer process and will do this via the Director of Studies and inform you of every step of the process and of its development.