

# Student Transfer Between Registered Providers Policy and Procedure

## 1. Policy

This policy and procedure will be applied to all cases of students who apply for a transfer of enrolment to or from another RTO.

## 2. Transfer Requirements - IHMA

IHMA 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 except where according National code 7.1 a – d below:

- a. the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered,
- b. the original registered provider has provided a written letter of release,
- c. 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, 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.
- e. If the intended student applies to any of the above situations (2. a - d) then verifiable physical evidence of any documentation related to one of the conditions above must be presented to the administration officer. This evidence must be copied and must go onto student administration file.
- f. Once the documentary evidence supporting a transfer between provider has been received and accepted by IHMA, the administration officer will process the student's enrolment application using IHMA Transfer between Provider procedures and IHMA Enrolment and Credit Transfer policies and procedures.

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## 3. Procedures

### a. Enrolling a student who seeks to transfer from another RTO into IHMA. (Another RTO's Student) → IHMA

Before accepting the enrolment of an onshore student, the IHMA administration officer processing the application should ask the student if he or she is currently enrolled with another provider and if the student has completed more than six months of the principal course.

### b. Another RTO's Student (completed less than 6 months of the principal course) → IHMA

In a case where a student has completed less than six months of the principle course, verifiable documentary evidence of at least one of the four conditions of National Code Standard 7.1 a – d (refer policy above) must be obtained and placed in the transferring student's administration file.

### c. Another RTO's Student (completed more than 6 months of the principal course) → IHMA

Where the student has demonstrated completion of more than six months of the principle course, the administration officer will process the student's enrolment application by using IHMA enrolment and credit transfer policy and procedure.

### d. IHMA student who intends to transfer to another registered provider IHMA student → another RTO

- i. To transfer enrolment from IHMA to another RTO students need to obtain a 'Letter of Offer' from another RTO.
- ii. Students then need to complete an 'Application for Transfer Provider Form' detailing the reasons for the application and submit it to the Director of Vocational Studies. This application also serves as an application to officially withdraw from IHMA.
- iii. Students must pay all expended fees up to the date of cancellation of the IHMA ECoE/s.
- iv. A 'Letter of Release' will automatically be granted (maximum 5 working days) unless a student fails to meet the above requirements at points 3. d. i – iii.
- v. If a student fails to fulfil the above requirement items at 3. d. i – iii above IHMA will provide the student a written reason for refusal to grant a letter of release.
- vi. Refusal to grant a letter of release allows the student the right to use IHMA's Complaint and Appeal process against the refusal decision. For more information about IHMA's Complaints and

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- Appeals Process, please visit [www.ait.vic.edu.au](http://www.ait.vic.edu.au) or seek assistance at IHMA student support services counter.
- vii. No fees will be charge for an IHMA 'Letter of Release'.

**e. IHMA student (completed less than 6 months of the principal course with IHMA) → another RTO**

- i. Student must complete and supply the below documentation to the student support services counter.
  - a. Application for Transfer Provider Form
  - b. New Letter of Offer from the new RTO that the student intends to study with
- ii. Student must pay all expended fees according to the date on the Application for Transfer Provider Form. Student can request the total owing amount (if applicable) from the student support services counter.
- iii. Student will be issued a 'Letter of Release' by the Executive Director within 5 working days once the outstanding expended fees are paid.
- iv. If the student's application is rejected by IHMA, the Executive Director will provide the reason in writing.
- v. If the student is not satisfied with the refusal outcome, the student can access the IHMA Complaints and Appeals process. For more information about Complaints and Appeal Process, please visit [www.ait.vic.edu.au](http://www.ait.vic.edu.au) or seek assistance at IHMA student support services counter.

### Acronym

RTO - Registered Training Organisation

### Related Forms

Transfer to Provider Application Form  
Complaints and Appeals Application Form

### Related Policy and Procedure

Complaints and Appeals policy and procedure  
Enrolment policy and procedure.  
Credit transfer policy and procedure.

### Related Regulation or ACT

National code standard 7

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