



TAFE INTERNATIONAL WESTERN AUSTRALIA (TIWA)

> STUDENT TRANSFER + RELEASE POLICY

STUDENTS TRANSFERRING TO ANOTHER PROVIDER

Students who have not completed 6 months of study in their principal course* with TIWA and wish to transfer to another provider must complete a **Release Letter Request Form**. Students will be informed in writing of the outcome within 10 days.

Release letters will only be granted in compassionate and compelling circumstances relating to the welfare of the student.

Compassionate and/ or compelling circumstances are defined as a sudden change of circumstances beyond the student's control that impact plans for on-campus study in Australia, such circumstances must be supported by documentary evidence.

The following circumstances will not generally be considered compassionate or compelling circumstances:

- > Lack of understanding of TIWA's **Student Transfer + Release Policy** and/ or **Withdrawal + Refund Policy**.
- > Distance of your residential address from the campus at which you study.
- > A desire to change to a new course with lower fees.
- > If your CoE has already been cancelled for non-commencement or for an inactive enrolment status.
- > A desire to move to another training provider to be with friends.
- > Matters not related to your study with TIWA (such as accommodation issues, personal matters not affecting your study).
- > Student fees are outstanding.

**The principal course is defined as the highest qualification level in a package of courses. For example, a student who enrolls in a university package that consists of e.g. the Diploma of Business (TAFE course) and the Bachelor of Business (University Degree); will have the Bachelor of Business as their principal course.*

Please note: There are no additional fees to students applying for Release of Transfer of Course/Campus.

STUDENTS TRANSFERRING TO TIWA

Students under 18 years of age must provide written support from the parent or legal guardian to support the application for transfer.

If students have not completed six months of their principal course and do not have a release letter they will not be issued with a Confirmation of Enrolment (CoE) until the **Release Letter** is provided.

The student's original RTO or course ceases registration

If the original registered provider has ceased to be registered and can no longer provide the course of study this should be confirmed via a search on the CRICOS register at <http://cricos.education.gov.au/>

Once verification is made the student may be enrolled. Details should be kept on the student's file outlining the reason for a change in provider. Students will be informed in writing of the outcome within 10 working days.

The student has a Release Letter from their current provider

If the student has been issued a release letter from their current provider he/ she may be enrolled. A copy of the Release Letter should be kept on the student's file.

The student's original registered provider has sanctions imposed on them

If the student is transferring due to the original registered provider having a sanction imposed upon them by a government agency, TIWA will enrol the student detailing the reason for a change in provider and referencing the sanction and issuing government body.

The student is transferring at the request of their government sponsor

If the student is transferring due to a government sponsor of the student advising them to change their registered provider, TIWA will enrol the student.

The student must provide documentation from the relevant government sponsor supporting this change in registered provider.

INTERNAL STUDENT TRANSFER (COLLEGE TO COLLEGE)

Students who wish to transfer from one TAFE college to another must complete a **Change of Course Form** or **Change of Campus Form** available on the TIWA website at www.tafeinternational.wa.edu.au.

Students will be informed in writing of the outcome within 10 working days. If the transfer is approved, students will be issued with a new COE and Letter of Offer and Acceptance.

Change of Course - New Campus

Students wishing to change course will have their application approved by TIWA, dependent upon intakes and places available. If the student is currently on an Intervention Strategy, then consultation between TIWA and the new college will occur, prior to the change being approved. Students will be informed in writing of the outcome within 10 working days.

Change of Campus - Same Course

Students wishing to change college but maintain their enrolment in the same course must have their application approved by the receiving college. Previously completed units will be factored into the student's adjusted study load to ensure that there is a suitable program and transition for the student. TIWA will process the change once the receiving college has granted approval. Students will be informed in writing of the outcome within 10 working days.

APPEALS PROCESS

If a student is not satisfied with the outcome of this process they may appeal in writing to:

General Manager
TAFE International Western Australia
Locked Bag 16
Osborne Park DC
Western Australia 6916
AUSTRALIA

admissions.tiwa@dtwd.wa.gov.au

Please note: There are no additional fees to students when lodging appeals.