



TAFE INTERNATIONAL WESTERN AUSTRALIA

STUDENT TRANSFER AND RELEASE POLICY

Students transferring to another provider - TAFE

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

Releases 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 and Release Policy and/or Withdrawal and 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:*

1. A student who enrolls in a university package that consists of eg. the Diploma of Business (TAFE course) and the Bachelor of Business (University Degree); will have the Bachelor of Business as their principal course.
2. A student who enrolls in a TAFE Advanced Diploma that consists of a Certificate III, Certificate IV, Diploma and Advanced Diploma will have the Advanced Diploma as their principal course.

Students transferring to another provider - Public Schools

Students who have not completed six (6) months of study and wish to transfer to another provider must complete a Release Request Form. Students will be informed in writing of the outcome within 10 days.

Releases 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 and Release Policy and/or Withdrawal and 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).
- > Outstanding student fees.

Students transferring to TAFE International Western Australia (TIWA) from another provider

If students do not have a release approved on PRISMS, they will not be issued with a Confirmation of Enrolment (CoE).

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 cricos.education.gov.au

Once verification is made the student may be enrolled.

The student has a release from their current provider

If the student has been issued a release from their current provider he/she may be enrolled.

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.

Change of course

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 TAFE 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 TAFE college/public school but maintain their enrolment in the same course must have their application approved by the receiving TAFE college/public school. 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 TAFE college/public school has granted approval. Students will be informed in writing of the outcome within 10 working days.