Metavision Institute Pty Ltd
A.C.N 102 838 844

International Student Transfer Policy

Purpose

This policy outlines the circumstances and procedures under which Metavision Institute will consider and decide on a request from an international student to transfer to another registered provider. It is designed to ensure a fair, transparent, and consistent process that aligns with legislative requirements.

Scope

This policy applies to all student visa holders who have been issued a Confirmation of Enrolment (CoE) by Metavision Institute. It governs:

- The enrolment of international students transferring to Metavision Institute from another registered provider.
- Requests for release from Metavision Institute by international students to transfer to another registered provider.

Relevant Standards

This policy is based on the following legislative and regulatory frameworks:

- Education Services for Overseas Students Act 2000 (ESOS Act 2000)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)

This policy ensures compliance with Standard 7 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018), which restricts providers from enrolling transferring students who have not completed six (6) months of their principal course of study.

1. Policy

1.1. Metavision Institute will assess all student requests for transfer on a case-by-case basis. Metavision Institute will determine the outcome of a request with reference to the best interests of the student and in accordance with the conditions outlined in this policy and the National Code 2018.

Enrolling Transferring Students

1.2. Metavision Institute will not enrol an international student transferring from another registered provider who has not completed six (6) months of their principal course of study, unless one of the following exceptions applies:

1.2.1 The student has received a formal Letter of Release from their current provider.

1.2.2 The current provider has ceased to be a registered provider, or the course has ceased to be registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

1.2.3 The current provider has had sanctions imposed by the ESOS agency that prevent the student from continuing their course.

1.2.4 A government sponsor of the student supports the transfer in writing.

Granting a Release from Metavision Institute

1.3. Metavision Institute will grant a student's request for release where it is determined to be in the student's best interest. This includes, but is not limited to, situations where:

1.3.1 There is sufficient and verified evidence of compassionate or compelling circumstances that impact the student's ability to progress in their studies (e.g., serious illness, bereavement, or natural disaster).

1.3.2 Metavision Institute fails to deliver the course as outlined in the student's Letter of Offer.

1.3.3 There is evidence that the student was misled by Metavision Institute or its agents regarding the course.

1.3.4 An appeal (internal or external) on another matter results in a decision or recommendation to release the student.

1.3.5 Where a release is granted, Metavision Institute will not charge the student a fee for granting the release.

Refusing a Release from Metavision Institute

1.4. Metavision Institute may refuse a request for release if there are reasonable grounds for refusal, including but not limited to, the following circumstances:

1.4.1 The student has outstanding fees or is in financial debt to Metavision Institute.

1.4.2 The student has not genuinely engaged with the Institute's support services or intervention strategies designed to assist with their academic progress or personal issues.

1.4.3 The request is based on the student seeking to avoid being reported to the Department of Home Affairs (DHA) for unsatisfactory academic progress.

1.4.4 The student is attempting to transfer to a course at a lower Australian Qualifications Framework (AQF) level, which may impact their student visa.

1.4.5 The primary reason for the request is related to work commitments or personal preference for a different city, where these are not considered compassionate or compelling circumstances.

2. Appeals

2.1. If a student is dissatisfied with the outcome of their request for release, they may appeal the decision within twenty (20) working days, in accordance with the Metavision Institute *Student Grievance, Complaints and Appeals Policy (Non-Academic).*

2.2. Metavision Institute will not finalise the refusal in PRISMS until the appeal process is exhausted or the student withdraws their appeal.

3. Roles and Responsibilities

3.1. Governance Board:

3.1.1. Approves changes to the Policy

3.2. Dean:

3.2.1. Oversees the implementation of this policy

3.2.2. Determines the outcome of internal appeals

3.3. Administration Manager:

3.3.1. Provides advice to students, assesses applications, and determines the outcome of release requests

3.3.2. Manages student records and updates the PRISMS system as required

3.3.3. Maintains records of all requests for release and the process used to make a decision in relation to the request for a period of two years after the student has ceased to be an accepted student of Metavision Institute, in accordance with Standard 7.7 of the National Code 2018.

Definitions

Term	Definition
Compassionate or compelling circumstances	Circumstances generally beyond a student's control that impact their ability to progress in their studies, such as serious illness, bereavement, or a major natural disaster.
Principal course of study	The final course of study for which a student visa has been granted.
PRISMS	The Australian Government's Provider Registration and International Student Management System.
Registered provider	An educational institution registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
Release	The formal authorisation for a student to transfer from one registered provider to another.
Working days	Monday to Friday, excluding public holidays.

Related Documents

Category	Documents
Policies	Student Grievance, Complaints and Appeals Policy (Non-Academic)
	Student Progression Policy
	Student Recruitment, Admissions and Enrolment Policy
	Fee Change and Refund Policy (Award Courses)

Version Control

Field	Detail
Document Title	International Student Transfer Policy
Approved by	Governance Board
Version No.	V1.1
Date approved	TBC
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Next review due	TBC
Custodian	Dean