
International Student Transfer Procedures

Table of Contents

1. Governing Policy
2. Purpose
3. Procedures
4. Authorities
5. Forms

1. Governing Policy

[Enrolment Policy](#)

2. Purpose

- a. These procedures specify the process which applies when an international student seeks to withdraw from Flinders University and transfer to another CRICOS-registered higher education institution.
- b. It applies only to students who seek to transfer before they have completed 26 weeks of their principal course of study at Flinders University.

3. Procedures

- a. An international student who wishes to withdraw from Flinders University and transfer to another CRICOS-registered higher education institution before they have completed 26 weeks of their principal course of study must apply to International Student Services using the prescribed form.
- b. Included with the application must be:
 - i. an unconditional offer from another registered institution
 - ii. a personal statement explaining why the change is necessary
 - iii. a request for a refund of fees (where necessary)
 - iv. documentary evidence to support the change
 - v. a recommendation from the student's pathway provider (where relevant)
 - vi. a supporting statement from a government sponsor (where relevant), and
 - vii. if the student is under 18 years of age, written consent from a parent or guardian and evidence that, where relevant, the new provider will take responsibility for their appropriate accommodation and welfare arrangements.
- c. A transfer will be approved only when the University deems it is in the student's best interests, including, but not limited to, the following circumstances:
 - i. the student provides documentary evidence of compassionate or compelling circumstances beyond their control that have an impact on their plans for study at Flinders University
 - ii. the University receives a written request from the student's government sponsor

-
- iii. the student has made a genuine attempt to meet the entry requirements of their course by undertaking a qualifying program (such as English or Foundation) and the pathway provider confirms that the student is unable to meet the requirements
 - iv. the student has completed one semester of study and it is evident on the basis of the student's academic results, even after engaging with the University's at-risk strategy, that they are unable to achieve satisfactory course progress, in which case the University may approve a release to another institution to enrol in a course at a lower AQF level
 - v. there is evidence that the student's reasonable expectations about their current course are not being met
 - vi. there is evidence that the student was misled by the University or an education or migration agent about the University or its course and the course is therefore unsuitable to their needs and/or study objectives
 - vii. an appeal (internal or external) on another matter results in a decision or recommendation to release the student
 - viii. if the student is enrolled in a higher degree by research candidature, the student's principal supervisor is unable to supervise the student and the University is unable to make a suitable alternative arrangement, or
 - ix. the Flinders University course accepted by the student has been cancelled, ceased to be registered on CRICOS or ceased to be offered, or the University otherwise fails to deliver the course as outlined in the written agreement.
- d. The University may reasonably refuse a request for a transfer in circumstances including, but not limited to, the following:
- i. the student's request is based only on personal preference
 - ii. the student wishes to transfer to a qualification of a shorter duration or lower AQF level not offered by Flinders University for reasons other than academic ability
 - iii. the student wishes to change to a similar course with lower fees
 - iv. the student is able to be offered an alternative course at Flinders University that meets the student's expectations/requirements
 - v. the student wishes to transfer to a course that provides the same professional recognition and outcomes as the course they have been admitted to at Flinders University
 - vi. the student has not enrolled or has made no genuine attempt to participate in the course they have been admitted to (including an enabling-course or pre-University program)
 - vii. the student owes tuition or other fees and charges to Flinders University
 - viii. the student has not accessed all relevant support services available to them through the University or pathway provider
 - ix. the University considers that the student has taken advantage of the University's position within the Simplified Student Visa Framework arrangements to enter Australia on a student visa and now wishes to transfer to another provider with a higher visa risk profile
 - x. the student has been in breach of their student visa conditions
 - xi. the University considers that the student poses an unacceptable visa risk should they move to another provider, or
 - xii. the student has provided false or misleading information to the University.
- e. The student will be notified of the outcome of an application for transfer within 10 working days of the date of submission of a complete application (including all required documents).
- f. If the transfer is approved, this will be recorded in the Provider Registration and International Student Management System (PRISMS) at no cost to the student. The student will be notified of the outcome

and advised to contact the relevant Australian Government department to ensure that they maintain appropriate visa status.

- g. If the University intends to refuse the transfer request, the student will be advised in writing of the reasons for the refusal and informed of their right to request a review of this decision in accordance with the [Student Review and Appeal Policy](#) and procedures.
- h. A student who is dissatisfied with the outcome of the review may appeal to the Student Appeals Committee, if specified grounds are met, in accordance with the [Student Review and Appeal Policy](#) and procedures.
- i. The refusal status will be finalised in PRISMS only after an appeal finds in favour of the University, or the student has chosen not to access the complaints and appeals processes within the 20 working day period, or the student withdraws from the process.

4. Authorities

Delegate	Authority
Manager, International Student Services (or delegate)	Approve requests to transfer to another CRICOS-registered higher education institution,

5. Forms

Transfer Request Form – available from [International Student Services](#)

Approval Authority	Vice-President & Pro Vice-Chancellor (International)
Responsible Officer	Director, International Recruitment
Approval Date	2 August 2021
Effective Date	2 August 2021
Review Date*	August 2024
Last amended	
CM file number	CF18/318

* Unless otherwise indicated, this procedure will still apply beyond the review date.

Printed versions of this document are not controlled. Please refer to the Flinders Policy Library for the latest version.