

STUDENT TRANSFER POLICY

09/09/09

TRANSFER TO TABOR FROM ANOTHER PROVIDER

- **National students** required to bring original transcript (or certified copy) of units of course so far completed at other provider.
- National student has face-to-face interview with Registrar where reasons for transfer are given and Registrar decides whether it is in the student's best interest to transfer to Tabor College. Registrar may decide it is detrimental to the student to transfer from original provider. Student will be advised in writing within one week whether their transfer request has been accepted or declined.
- National student is advised by Registrar after/during interview regarding the amount of advanced standing the student will receive for the part of course already completed at other provider. For other Perth Theological Institutions see "Working Policy for RPL/Credit Transfer." Curriculum Development Officer will discuss with Registrar/Head of Stream where the credit transfer is not straight forward.
- Transferring student then applies to Tabor using the application form and must meet all requirements as stated on the form.
- Student receives a letter acknowledging their application in the mail. Student is asked to take this to the former provider and request the form is signed to show evidence that all fees are paid, library books returned, and that provider is aware of student's intentions of transferring to Tabor College. See letter in N:Staff/Data/WordDocs/Colladmin/Student Transfers/Transfer to Tabor doc.
- Once application procedure is completed, the student is enrolled at Tabor College.
- **International students** need to follow all the above points. In addition, an international student cannot transfer from another provider prior to the student completing six months of their principal course of study. (Standard 7.1, National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007). Four exceptions are allowed for:
 - a) cessation of the original registered course, or original provider
 - b) original provider gives letter of release
 - c) original provider has sanction imposed on it by government
 - d) government sponsor of student writes letter outlining it is in the student's best interest to change providers (Standard 7.1a – 7.1d).

TRANSFER FROM TABOR TO ANOTHER PROVIDER

- National student requests Statement of Attainment from Registrar
- Tabor is advised by national student, verbally or in writing, of student's intention to transfer to another provider. Registrar discusses with student whether it is in the student's best interest to transfer to another provider.
- Tabor requests evidence from the National Student that the student has been offered a place at another provider
- Tabor writes a letter of release for the national student and addresses it to the new provider. The letter includes that all fees are paid and library books are returned. See letter in N:Staff/Data/WordDocs?Colladmin/Student Transfers/Letter of Release doc.
- International students need to follow all the above points.

In addition, an international student may not transfer to another provider prior to the student completing six months of their principal course of study. (Standard 7.1, National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007).

Four exceptions are allowed for:

- e) cessation of the original registered course, or original provider
 - f) original provider gives letter of release
 - g) original provider has sanction imposed on it by government
 - h) government sponsor of student writes letter outlining it is in the student's best interest to change providers (Standard 7.1a – 7.1d).
- If the registrar deems it inappropriate to write a letter of release for the student, a letter outlining the reasons for refusing the request is given to the student. The student must be informed of his or her right to appeal the registered provider's decision in accordance with Standard 8, Complaints and appeals (Standard 7.5).