

POLICY ABOUT STUDENTS PREVIOUSLY ENROLLED IN RELEVANT COURSES

The ACTh will not enrol a student wishing to transfer from another registered provider's course prior to the student completing a minimum of six months of that principle course except where:

- The original provider has ceased to be registered;
- The course in which the student is enrolled has ceased to be registered;
- The original provider has provided a written letter of release;
- The original provider has had a sanction imposed on its registration that prevents the student from continuing his/her course;
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

The ACTh will only enrol an overseas student who has completed or partially completed another relevant course if the ACTh is satisfied that:-

- (a) the student had demonstrated a commitment to studies in that previous course; and
- (b) had a good attendance record for that course; and
- (c) had paid all the fees required for that course.

At application, students who have previously enrolled in relevant courses must authorise the ACTh, through the Registrar of the member college at which the student is seeking to enroll, to obtain official records and other information about commitment to study, attendance and fee payment history from relevant educational institutions attended by the student.

Only if the student has good reports in each of these areas will the Registrar approve admission to the course in the member college.

The ACTh will grant a letter of release at no cost to a student when the student has provided a letter from another registered provider confirming that a valid enrolment offer has been made. If granted such a letter of release, you are reminded that you will need to contact your nearest DIAC office to seek advice on whether a new student visa is required.

Assessments of and response to students' requests for transfers will be made within twenty one days (21) from receipt of the written request.

If the ACT does not grant your request for a letter of release, you will be provided with a written reason for the refusal. You also have the right to appeal the decision in accordance with the ACT's *Dispute Resolution Policy for International Students*.

The ACT will maintain a record of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the student's file.

Anne Bates
Academic Administrator
February 3, 2010

