

Guide to Student Transfer to Another Registered Provider

This guide provides information for students about the grounds on which you may seek approval for transfer to another registered provider

Standard 7- transfer between registered providers

National Code 2007, standard 7 sets out the criteria by which registered providers should assess applications for transfer between registered providers. It requires providers to assess applications for transfer within the first six calendar months of the student's principal or main course of study. This means that if you seek to transfer to another provider (college or university) at any time prior to the completion of the first 6 months of your principal course you must apply for a Release letter.

Application for Release letter

If you seek to transfer in the first six calendar months of your principal course you must obtain a Release letter. The application for a Release letter can be requested from the Director of Studies. This letter can be issued free of charge.

Grounds for approving an application for a release letter

La Lingua Language School will approve your application for a release letter in the following circumstances:

- Your course is academically unsuitable for you. This means that a course does not meet your educational or developmental needs such as your study capabilities or you are better suited to a different learning environment
- Compassionate or compelling reasons for the transfer exist. As example, if your brother or sister is studying interstate and you want to live with them. Or if you want to change your course to get access to greater support services through closer contact with family, friends or a cultural support network or services provided by the new provider.

Before an application can be approved you must:

- Present a valid letter of offer of enrolment with the receiving provider
- You must provide a valid reason for wanting to transfer
- Your attendance must be satisfactory

Grounds for refusing an application for a release letter

A release letter will be refused if you cannot provide satisfactory evidence that your course is academically unsuitable for you or that you cannot demonstrate compassionate or compelling circumstances for the transfer exist.

If your application is refused

La Lingua Language School will explain why your application was refused and your appeal rights. We will send you this letter within five days after you we receive your application.

Appeal rights

Students whose application for a Release Letter is refused, can appeal to an external organization. This

Student Visas: Should appeal to the Overseas Students Ombudsman

Organisation	Overseas Students Ombudsman
Phone	1300 362 072
Website	www.oso.gov.au

Students on Visitors visas, Working Holiday Visas, Temporary Business Visas:
Should appeal to Office of Fair Trading

Organisation	Office of Fair Trading
Address	227 Argyle St, Parramatta. NSW. 2150.
Phone	13 32 20
Website	www.fairtrading.nsw.gov.au
Office hours	8:30 am – 5:00pm