



Centre for
English Language

TRANSFER OF PROVIDER PROCEDURE

SECTION D - PROCEDURE

Related Policy

Transfer of Provider Policy (only applicable to students on a student visa)

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Enrolling transfer students (international)	
Student	1.1	Download an International Application Form from the website.	
	1.2	Send the application documents to the Admissions Office via email.	
	2	Application assessment	
Admissions Office	2.1	Check and assess the application documents.	
	2.2	Create a student record.	
	2.3	Issue a Letter of Offer to the student and agent (if applicable) via email.	
Student	3	Confirm acceptance	
	3.1	Obtain a release letter from the current provider.	
	3.2	Sign the acceptance form .	
	3.3	Make payment as outlined in payment options specified in the Letter of Offer.	
	3.4	Email the acceptance forms, release letter and payment evidence to the Admissions office.	
	4	Create the CoE	
Admissions Office	4.1	Check the submitted documents.	
	4.2	Issue CoE(s) upon submission of acceptance form, payment evidence and approved release letter.	
	4.2.1	If the release application from the current school is rejected the offer will be cancelled and no COE will be issued.	
	4.3	Add the CoE data to the student record for enrolment.	

Responsible	Procedure Steps		W/I
	4.4	Save the CoE in the student's e-folder.	
	4.5	Provide CoE(s) to DIAC, through PRISMS, for visa approval.	
	4.6	Send the CoE(s) to the student.	
	5	Visa approval	
Student	5.1	Take the CoE to DIAC for visa approval	
	6	Request for transfer (current students enrolled in a SAIBT/CELUSA program)	
Student	6.1	Obtain a Request to Transfer form from the Student Services Centre (SSC).	
	6.2	Attach the supporting documentation outlining the reasons for your application for transfer.	
	6.3	Attach the Letter of Offer from the proposed provider.	
	6.4	Submit the application form and documents to SSC in person or by email.	
	6.5	Continue to attend class while the request is in process.	
Program Support	6.6	Send the application and supporting documents to the Academic Director.	
	7	Assessment of transfer application	
Academic Director	7.1	Assess the application according to the conditions in the Transfer of Provider Policy.	
	7.2	If an interview is required contact the student to discuss any issues involved.	
	7.3	Once a decision has been made sign the application according to the outcome.	
	7.4	Forward the signed application form to Program Support for processing.	
	8	Issue outcome letter to student	
Program Support	8.1	Check the application form to ensure all sections are signed and complete.	
	8.2	Advise the student of the outcome of their request within 7 working days of the submission.	
	9	Request for transfer approved	
Program Support	9.1	Cancel the student CoE in PRISMS.	

Responsible	Procedure Steps		W/I
	9.2	Advise the pathway University of the student's release from SAIBT/CELUSA.	
	9.3	Create and email the approved Letter of Release to the student.	
	9.4	Place documentation into the Student's file.	
	10	Request for transfer declined	
Program Support	10.1	Create and email the Transfer declined letter to the student.	
	10.2	Place documentation into the Student's file.	
	10.3	Continue to attend class.	
Student	10.4	Maintain the student's enrolment.	
	11	Appeals	
Student	11.1	If you are unhappy with the decision to decline your application for transfer please refer to the Student Grievances and Appeals Policy and Procedure.	

D.2 Supporting Documentation

Forms and Records Management

Name

International Application Form

Related Material

Name

Student Grievances and Appeals Policy

Grievances and Appeals Procedure

Refund Policy

Refund Schedule

Location

SAIBT Policy and Procedures web page

SAIBT Policy and Procedures web page

SAIBT Policy and Procedures web page

SAIBT Policy and Procedures web page