



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	Apply through the SAIBT/CELUSA website or the Studylink portal.	
	1.2	Send the application documents to the Admissions Office via Studylink.	
	2	Application assessment	
Admissions Office	2.1	Check and assess the application documents.	
	2.2	Create a student record.	
	2.3	Issue a conditional Letter of Offer to the student and agent (if applicable) via Studylink.	
Student	3	Confirm acceptance	
	3.1	Obtain a Confirmation of Release 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	Send the acceptance forms, and payment evidence to the Admissions office via email or Studylink.	
	4	Create the CoE	
Admissions Office	4.1	Check the submitted documents and confirmation of release through PRISMS.	
	4.2	Issue CoE(s) in PRISMS upon submission of acceptance form, payment evidence and confirmation of release.	
	4.2.1	If the release application from the current school is rejected no CoE will be issued and the offer will expire at the date of the last late orientation.	
	4.3	Add the CoE data to the student record for enrolment.	

Responsible	Procedure Steps		W/I
	4.4	Send the CoE(s) to the student.	
	5	Visa approval	
Student	5.1	Notify Immigration of change to circumstance with new CoE as per Visa conditions	
	6	Request for transfer (current students enrolled in a SAIBT/CELUSA program)	
Student	6.1	Obtain a Request to Transfer form from Student and Academic Services Centre (SAS).	
	6.2	Attach the supporting documentation outlining the reasons for your application for transfer. Note: if you are under the age of 18 this must include written confirmation from your parent or guardian supporting the transfer.	
	6.3	Attach the Letter of Offer from the proposed provider.	
	6.4	Submit the application form and documents to SAS in person or by email.	
	6.5	Continue to attend class while the request is in process.	
Student and Academic Support Services (SAS)	6.6	Ensure supporting documents included for Academic Directorate meeting.	
	7	Assessment of transfer application	
Academic Directorate	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 record approved outcome in the register.	
	8	Issue outcome letter to student	
SAS	8.1	Check the outcome register for actions and to ensure outcome is clear.	
	8.2	Advise the student of the outcome of their request within 7 working days of the submission.	
	9	Request for transfer approved	
SAS	9.1	Cancel the student CoE and release in PRISMS.	
	9.2	Advise the pathway University of the student's release from SAIBT/CELUSA.	

Responsible	Procedure Steps		W/I
	9.3	Notify the student that the transfer is approved and a release granted.	
	9.4	Save documentation into the appropriate repository.	
	10	Request for transfer rejected	
SAS	10.1	Notify student that their transfer has been rejected.	
	10.2	Record documentation in student management system.	
Student	10.3	If you are unhappy with the decision to reject your application for transfer please refer to the Student Grievances and Appeals Policy and Procedure .	
	10.5	Continue to attend class.	
SAS	10.5	Maintain the student's enrolment during the appeal.	
	10.6	If student doesn't access appeals processes within 20 working days, record transfer as rejected in PRISMS.	

D.2 Supporting Documentation

Related material	Location
Refund Policy	SAIBT Policy and Procedures web page
Refund Schedule	SAIBT Policy and Procedures web page
Student Grievance and Appeals Policy	SAIBT Policy and Procedures web page
Student Grievance and Appeals Procedure	SAIBT Policy and Procedures web page

Form templates	Location
Transfer request form	SAIBT Shared drive
SAIBT/UniSA Transfer Approved email template	Student management system
SAIBT/UniSA Transfer Rejected email template	Student management system
CELUSA/UniSA Transfer Approved email template	Student management system
CELUSA/UniSA Transfer Rejected email template	Student management system

Records (including completed forms)	Retention time	Location
International Application Form	7 years	Student e-file
Request for Transfer Form	7 years	Student e-file

D.3 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Privilege Level
v1.0	Initial procedure	Academic Director	9/2013	Public
v2.0	<ul style="list-style-type: none"> • Update template • Replace Program Support with Student and Academic Support (SAS) • 6.2 note added for under 18 students • Section 7 amended to reflect outcome recording process • 9.3 and 10.1 change notification as formal letter is not required under National Code • Remove 11.1 and incorporate into 10.3; 10.4 and 10.5 subsequently amended. 	Academic Director Manager, SAS	8/2018	Public