



# Transfer between Registered Providers Policy

## Transfer between Registered Providers Statement

Capernwray Torchbearers Australia does not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of his/her principal course of study except where:

1. The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered
2. The original registered provider has provided a written letter of release
3. The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his/her principal course, or
4. 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.

## Transfer Conditions

A Transfer will be granted on the condition that:

1. The student completes and submits a Transfer Request Form to the Bible School (found in Prospectus, Student Handbook, on website as an attachment under 'Bible School')
2. The student completes a Bible School Application Form (including references) and is accepted by the Principal or National Director
3. The student pays all fees prior to the commencement of study
4. If the student is from overseas, his/her passport and student visa will remain valid until the completion of the study period

A Transfer will not be granted if:

1. The student does not complete a Transfer Request Form (in Prospectus, Student Handbook, on website as an attachment under 'Bible School')
2. The student is not accepted by the Principal or National Director for reasons pertaining to the Bible School Application Form
3. The student fails to pay all fees prior to the commencement of study
4. It is deemed detrimental to the student to be granted a request to transfer. In this case the reason/s will be presented in writing to the student within 30 days after the Transfer Request Form has been submitted
5. If the student is from overseas and his/her passport and/or student visa expire before the completion of the study period

### **Transfer Request Process**

1. Upon receipt of the Transfer Request Form and Bible School Application Form the Bible School will notify the student of acceptance or non-acceptance of Transfer within 30 days

### **Letter of Release**

Capernwray Torchbearers Australia will grant a letter of release only where the student has:

1. provided a letter from another registered provider confirming that a valid enrolment offer has been made, and
2. where the student is under 18;
  - a. the registered provider has written confirmation that the student's parent or legal guardian supports the transfer, and
  - b. where the student is not being cared for in Australia by a parent or suitable nominated relative, the valid enrolment offer also confirms that the registered provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements

Capernwray Torchbearers Australia will issue a letter of release, if granted, at no cost to the student and will advise the student of the need to contact DIAC to seek advice on whether a new student visa is required.

## **Right to Appeal Policy**

If Capernwray Torchbearers Australia does not grant a letter of release, the student will be provided in written form the reason/s why the request has been refused. The student has the right to appeal Capernwray Torchbearers Australia's decision and has the right to request that an Independent Committee hear and decide his/her appeal.

The Independent Committee will consist of:

1. Chairperson (agreeable to the Bible School Principal or National Director and the applicant)
2. A Bible School Board Member (not the Principal or National Director who refused the request)
3. A person representing the applicant who was refused the request

The Independent Committee will meet within 30 days after a request in writing to the National Director for an Independent Committee by the applicant. The Independent Committee will call upon the staff member who refused the request and the applicant who was refused the request to present his/her case either in person or in written form (whichever is preferable to the staff member of applicant).

The decision will be determined by the Independent Committee within 7 days after hearing both parties and both parties will be notified in written form of that decision within a further 7 days following the decision.

A record of the request from the student for a letter of release and the assessment of, and decision regarding the request will be kept on the student's file.

# STUDENT TRANSFER REQUEST FORM

**Name:** .....

**Address:** .....

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**Phone:** .....

**E-mail:** .....

**Date:** .....

**Name of original Registered Provider:**

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**Address of original Registered Provider:**

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**Phone of original Registered Provider:** .....

**E-mail of original Registered Provider:**.....

**Signed:**.....