



EYNESBURY
COLLEGE

TRANSFER OF PROVIDER PROCEDURE

SECTION D - PROCEDURE

Related Policy

Transfer of Provider Policy

D.1 Procedure

Responsible	Procedure Steps		W/I	
	1	Enrolling transfer students (international)		
Student/ Agent	1.1	Complete an Eynesbury International Enrolment Application form online or download 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 via email.		
Student/ Agent	3	Confirm acceptance		
	3.1	Obtain a confirmation of release granted 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 granted notification and payment evidence to the Admissions office.		
Admissions Office	4	Create the CoE		
	4.1	Check the submitted documents.		
	4.2	Issue CoE(s) in PRISMS upon submission of acceptance form, payment evidence and approved release notification.		
		4.2.1	If the release application from the current school is rejected, the offer will be cancelled, and no CoE will be issued (student or agent may request refund if payment already made).	
		4.3	Add the CoE data to the student record for enrolment.	
		4.4	Save the CoE in the student's e-folder.	

Responsible	Procedure Steps		W/I
		4.5	Send the CoE(s) to the student or agent if applicable.
	5	Visa approval	
Student (or agent if applicable)		5.1	Notify Immigration of change to circumstance with new CoE as per Visa conditions
	6	Request for transfer (current students enrolled in Eynesbury College programs)	
Student/ Agent		6.1	Download the Application for Release from Program form from the web site or obtain from the 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 application and documents to SAS in person or by email.
		6.5	Continue to attend class while the request is in process.
Student and Academic Services (SAS)		6.6	Forward 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 for Release from Program form to SAS for processing.
	8	Issue outcome notification to student	
SAS		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 10 working days of the submission.
	9	Request for transfer approved	
SAS		9.1	Cancel the student CoE accordingly through PRISMS.

Responsible	Procedure Steps		W/I
	9.2	Advise the pathway University of the student's release from Eynesbury College.	
	9.2	Notify the student that their request has been approved and a release granted.	
	9.3	Place documentation into the Student's file.	
	10	Request for transfer declined	
SAS	10.1	Notify student that their transfer has been declined.	
	10.2	Place documentation into the Student's file.	
Student	10.3	If unsatisfied with the outcome lodge an appeal within 20 working days in accordance with the Student Grievances and Appeals Policy .	
	10.4	Continue to attend class.	
SAS	10.5	Maintain the student's enrolment during appeals process.	

D.2 Supporting Documentation

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

Form templates	Retention time	Location
Acceptance Form		Student and Academic Services
Eynesbury Application Form		Eynesbury website
Application for Release from Program form		Eynesbury Documents and Forms web page
Notification of Release Template		Student and Academic Services
Transfer declined notification Template		Student and Academic Services

D.3 Version Control

Current Version Number	2.1
Date of Effect	8/2018
Privilege Level	Public