



English Path Australia
› Level 3, 115 Queen St
Brisbane QLD 4000 Australia
› +61 7 3012 9812
› info@englishpath.com
› www.englishpath.com
› CRICOS code: 04187G



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English Path International Student Transfer Policy

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Introduction

The International Student Transfer Policy at Green Academy Pty Ltd trading as English Path Australia herein after known as English Path outlines the procedures for transferring students between registered providers in compliance with the National Code 2018. It ensures fairness and transparency in the transfer process, providing clear guidelines for both transfer-in and transfer-out requests. This policy prioritises the best interests of students, with defined criteria for approval, as well as a structured appeal process.



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1. Purpose

This policy outlines the process in relation to a student application to transfer between registered providers. It ensures compliance with Standard 7 of the National Code 2018.

2. Definitions

DoHA: Department of Home Affairs

CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students

Compassionate or compelling circumstances: Circumstances beyond the student's control that impact their ability to study

ESOS Act: Education Services for Overseas Students Act 2000

International Student: A person holding a valid Student Visa

National Code: The National Code of Practice for Providers of Education and Training to Overseas Students 2018

Principal Course: The main course covered by a student's visa

PRISMS: Provider Registration and International Student Management System

Release Letter: Formal approval for a student to transfer to another institution

Six months of principal course: Six calendar months from commencement of the principal course

Transfer In: Student transfers into English Path from another provider

Transfer Out: Student transfers from English Path to another provider

3. Responsibility

- The Director of Studies and Head of Operations is responsible for implementing this policy and overseeing transfer assessments.



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4. Scope

4.1 This policy applies to all overseas students enrolled in CRICOS-registered courses at English Path.

4.2 It also applies to all staff involved in enrolment, student support, and compliance processes.

5 Policy

5.1 English Path will act in the best interests of the student in all transfer decisions.

5.2 English Path will not knowingly enrol a student from another provider within the first six months of their principal course unless specific exceptions apply.

5.3 Students must provide valid evidence when requesting a transfer, and may be asked to attend an interview.

5.4 All transfer application decisions will be communicated within 10 working days.

5.5 This policy only applies to students on a Student Visa.

6 Procedure

6.1 Transfer in

6.1.1 Applicants may be issued a conditional Letter of Offer.

6.1.2 A Letter of Release or evidence of six months completed, and the principal course must be provided.

6.1.3 Exceptions to the six-month rule include:

- Releasing provider or course is no longer registered
- Releasing provider sanctioned by the ESOS agency
- Written support from a government sponsor
- Releasing provider agrees and records the release in PRISMS

6.2 Transfer out

6.2.1 Students must submit a written request using the Transfer Request Form and include required evidence.

6.1.1 The Director of Studies / Head of Operations will verify:

- No outstanding fees
- No current issues with course progress or attendance



6.1.2 A written outcome will be provided within 10 working days.

6.2.3 Factors considered when assessing transfer requests:

- Is the transfer in the student's best interests?
- Are there academic or career-related reasons?
- Is the student avoiding disciplinary action?
- Is there a valid Letter of Offer from another provider?

6.2.4 Transfers may be granted if:

- Student is at risk of being reported despite intervention
- Compassionate or compelling circumstances exist
- Course cannot be delivered as agreed
- Student was misled about the course or provider
- An appeal process recommends release

6.2.5 Transfers will **not** be granted if:

- Fees are unpaid
- Disciplinary or intervention processes are ongoing
- Inadequate evidence is submitted
- The request is deemed not in the student's best interest

6.3 Notification of Outcome (Transfer out)

6.3.1 The Director of Studies / Head of Operation will issue a written response within 10 working days.

6.3.2 If denied:

- The student will be informed of the reasons and appeal process

6.3.3 If approved:

- The student will be advised on how to obtain the Release Letter
- Information about enrolment cancellation and visa implications will be included

6.4 PRISMS Status (Transfer out)

6.4.1 A transfer out refusal is not finalised in PRISMS until:

- The appeal period has passed
- The student withdraws from the appeal
- An appeal finds in favour of English Path



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6.5 Administration (Transfer out)

6.5.1 Approved transfers are recorded in PRISMS using the “transferred to another provider” variation.

6.5.2 There is no fee for a transfer.

6.5.3 English Path retains all transfer records for two years after the student finishes their studies.

6.6 Appeals (Transfer out)

6.6.1 Students have 20 working days to appeal a transfer decision via the English Path Complaints and Appeals Policy.

7 References

[National Code of Practice 2018](#) – Standard 7

English Path Complaints and Appeals Policy

8 Forms

Transfer Request Form