International Student Transfer Request Policy

Students requesting transfer to AFTA Travel & Tourism College NSW from other providers

In accordance with the National Code 2007 standard 7.1:

1) Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.

2) Students can apply for a letter of release to enable them to transfer to another education provider.

3) AFTA Travel & Tourism College NSW will only accept students in the first six months of their principal course in the following circumstances:
   - the original provider has ceased to be registered or the course in which the student has enrolled has ceased to be registered
   - the original provider has provided a written letter of release
   - the original provider has had a sanction imposed on its registration by the Australian Government or State Government that prevents the student from continuing his or her principal course
   - any Government sponsor of the student considers the change to be in the students best interests and has provided written support for that change

Students requesting transfer from AFTA Travel & Tourism College NSW to other providers

In accordance with the National Code 2007 standard 7.2:

1) Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.

2) Students can apply for a letter of release to enable them to transfer to another education provider.

3) AFTA Travel & Tourism College NSW will only provide a letter of release to students in the first six months of their principal course in the following circumstances:
   a) The student has provided a letter of offer from another registered provider, and
   b) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school, or
   c) It has been agreed by the school the student would be better placed in a course that is not available at AFTA Travel & Tourism College NSW, or
d) Any other reason stated in the policies of AFTA Travel & Tourism College NSW

4) AFTA Travel & Tourism College NSW will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:

   a) The student’s progress is likely to be academically disadvantaged

   b) AFTA Travel & Tourism College NSW is concerned that the student’s application to transfer is a consequence of the adverse influence of another party

5) Students under 18 years of age MUST have:

   a) Written evidence that the student’s parent(s)/legal guardian supports the transfer

   b) Written confirmation that the new provider will accept responsibility for approving the student’s accommodation, support, and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative

   c) Evidence that the student is always in DIAC approved welfare and accommodation arrangements

6) All applications for transfer will be considered within 10 working days and the applicant notified of the decision.

Students should be advised that their decision to transfer to a different education provider may have visa implications and they should contact the nearest Department of Immigration and Citizenship office as soon as possible to discuss this with them.

7) Where granted a letter of release will be issued at no cost to the student

8) Where a letter of release is not granted the student will be provided with written reasons for refusing the request and will be informed of his or her right to appeal the decision in accordance with our complaints and appeals policy.

9) Copies of requests for letters of release and accompanying documentation will be maintained in the student’s file both in hard copy and electronically
Student request for release letter flowchart

Student fills in transfer request within first six months of study at the principal course.

If the student is under 18 they must also provide permission from their parent/legal guardian and, if applicable, a valid enrolment offer from the receiving provider stating that they will accept responsibility for the student’s accommodation and welfare arrangements.

The request is assessed by the College in accordance with their transfer request policy.

Transfer request is granted.

Transfer request is denied.

AFTA documents the decision, providing a letter informing the student of its decision and advise of his or her right to appeal.

Appeal is successful.

If the appeal is successful, the student is granted a letter of release and advised to contact DIAC. All documentation is kept on file.

Appeal is unsuccessful.

If the appeal is unsuccessful, no change to enrolment. All documentation is kept on file.

The student is granted a letter of release and advised to contact DIAC. All documentation is kept on file.

No change to enrolment.