

Transfer Between Teaching Locations Procedure

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Purpose

The purpose of this procedure is to support international students in navigating the process of applying to study at different Federation University teaching location to the location listed on their Confirmation of Enrolment (CoE). It ensures that students are informed and supported in their application.

Students applying to change to another registered CRICOS provider should refer to the [Transfer Between Registered Providers Procedure](#).

Scope

This Procedure applies to all international students holding a **Student Visa** as a **student** of the University. This is irrespective of where the course/qualification is delivered.

Legislative context

- [Education Services for Overseas Students Act 2000](#)
- [National Code of Practice for Providers of Education and Training for Overseas Students 2018](#)

Definitions

Term	Definition
Application	An application by a Student for Transfer Between Teaching Locations.
Campus	Teaching location owned and managed by the University.
CoE	Confirmation of Enrolment – A University issued document provided electronically to international students and must accompany their application for a student visa. It confirms the student's eligibility to enrol in the course/qualification of the University, at a specific teaching location.
Commencing Student	Student enrolled/enrolling in their first semester of study at the University.
Compassionate and Compelling	<p>Compassionate and/or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course/qualification progress or wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"> • Serious illness or injury where a medical certificate states that the student was unable to attend classes; • Bereavement of close family members such as parents or grandparents; • Major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies; • A traumatic experience which could include but is not limited to: <ul style="list-style-type: none"> • Involvement in, or witnessing of a serious accident; • Witnessing or being a victim of a serious crime when this has impacted on the student. (Note these cases should be supported by police or psychologist reports). • Where the registered provider was unable to offer a core, pre-requisite, or requisite unit/module.
Continuing Student	Student who has completed their first semester studies and enrolled/enrolling to continue their studies at the University.
Cross Institutional Enrolment	When a Federation University student studies at another university in Australia for one or more individual units/modules.
Cross Provider Enrolment	When a Federation University student studies at another Federation University teaching location for one or more individual units/modules.
Course	Course of education and training for higher education including research.
ESOS Act	Education Services for Overseas Students Act 2000 of the Commonwealth of Australia, as amended from time to time.
HE	Higher Education. Students studying in a higher education course by coursework or research.
Immigration	Department of Home Affairs
Offer	International Student Offer Letter and Acceptance Agreement or Deed of Variation as applicable – Legally binding document that outlines the

	conditions of enrolment. Must be accepted by the student prior to a CoE being issued.
PRISMS	Provider Registration and International Student Management System.
Qualification	Qualification of education and training for VET. Defined as Course in the ESOS Act.
Student	A person who holds an Australian student visa, who wishes to transfer to another Federation University teaching location. Defined as an 'overseas student' in the ESOS Act.
Student Counsellor	Includes a student counsellor/student support officer/advisor or welfare officer appointed by the University and working at the University.
Teaching Location	Where Federation University course/qualifications are delivered.
Teaching Location, Current	Teaching location where a student is currently studying their University course/qualification.
Teaching Location, New	Teaching location where a student is applying to transfer, to continue their studies in a University course/qualification.
University	Federation University
VET	Vocational Education and Training
Working Day	Monday to Friday excluding public holidays.

Criteria for Applications

The University is entitled to determine the circumstances in which it may allow a student to transfer between teaching locations. Where a student requests a transfer to another teaching location the University will assess the request for transfer against this procedure:

1. Students must co-operate with University staff members and attend any interviews or other appointments scheduled for them in respect to the application. If required, the meeting between the student and staff member is to be held within three working days of student lodging the application so as to not delay the student's transfer if approved.
2. Applying to Transfer Between Teaching Locations does not absolve students from the requirement to enrol on time at their current teaching location. Students are responsible for ensuring they enrol on time or remain enrolled throughout the assessment of their application as per their obligations under their Student Visa.
3. There can be no outstanding fees remaining on the student's account. All outstanding debts must be cleared from the student's account prior to the Application being considered.
4. To successfully apply to transfer to another teaching location, students must demonstrate compassionate and/or compelling circumstances justifying the transfer. (Refer to Definitions)
5. Compassionate and/or compelling circumstances may be demonstrated by providing sufficient specific detailed information with relevant documentation to support the Application.

The University will not approve a transfer where:

- The student is a commencing student at a Federation University campus; or
- If the student has failed to meet with a staff member to discuss their application when requested; or
- The student is in a course where there is insufficient placement capacity at their requested teaching location; or

- The documents provided by the student do not, in the view of the University, provide adequate grounds to justify the transfer.

A student who is applying to transfer to a new teaching location due to required units/modules in their course/ qualification not being offered at their current teaching location should apply for a cross-provider enrolment; not a change to their teaching location.

Actions

Applying for and processing Transfer Between Teaching Location applications

	Activity	Responsibility	Steps
A	Applying for Transfer Between Teaching Locations	Student	<ol style="list-style-type: none"> 1. Students wishing to transfer must complete the online International Student - Transfer Between Teaching Locations form. Applications must be submitted prior to the 1st day of enrolment for the applicable term (orientation week). 2. Students must complete and upload the following as part of the application: <ol style="list-style-type: none"> i. Reasons for the request to transfer to another teaching location and how the student will benefit from the transfer; and ii. Where applicable a copy of the documentary evidence supporting the reasons for the request to transfer to another teaching location e.g. if for family reasons – evidence of the relationship. (Refer: Criteria for Applications, Item 5). Failure to present evidence may adversely affect the outcome of the application; and iii. Written approval for the change from the scholarship body if a sponsor is paying the tuition fees.

B	Assessing application for Transfer Between Teaching Locations	Senior International Reporting Officer / International Admissions	<ol style="list-style-type: none"> 1. If deemed appropriate, students will be asked to meet with a staff member at their current teaching location (International Student Compliance staff, academic or course coordinator, or student counsellor) to discuss the application within 3 working days of lodgement of application. 2. Senior International Reporting Officer will confirm if the student has outstanding fees. If the student has outstanding fees, the application will not be considered or approved. 3. Where the student is studying in a course where placement capacity may be an issue, the Senior International Reporting Officer will seek approval from the Course Coordinator before approving the application. 4. Senior International Reporting Officer will assess the student's application and will update the MS List with the outcome of the assessment and application. An email is sent to the student with the outcome. 5. Students will be notified within 5 working days of lodgement of the outcome of the application. 6. If the application is approved, it will be conditional on the student being issued with an Offer for the new teaching location. The student will be sent an email confirming the approval. 7. The approval email is cc: to International Admissions, who will upload it into StudyLink and change the application status to <i>Teaching Location Transfer Request</i>. 8. Students whose application for Transfer Between Teaching Locations is not
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			successful will receive an email advising them why their application was not successful along with information regarding the opportunity to appeal. Students have the right to appeal the decision (Refer: Appeal provisions).
C	Processing approved Transfer Between Teaching Locations	International Admissions / Student / International Student Compliance / Student Administration	<ol style="list-style-type: none"> 1. The student will be assessed for an Offer at the new teaching location. This will be done in StudyLink. A new Offer cannot be issued for the new teaching location without the student providing the approval to transfer between teaching locations email sent by International Student Compliance. 2. Students who do not receive an Offer for the new teaching location will remain enrolled at the current teaching location. 3. The student will accept the Offer for the new teaching location via StudyLink. 4. On acceptance of the Offer, International Student Compliance will update the student's CoE in PRISMS and email the new CoE to the student via StudyLink. 5. A Service Now request will be logged for Student Administration to update the student's teaching location in MySC.

Appeal provisions

	Activity	Responsibility	Steps
A	Appealing outcome of Transfer Between Teaching Locations application	Student	<ol style="list-style-type: none"> 1. If a student does not agree with the outcome of their International Student - Transfer Between Teaching Locations application, or believes the decision was not made in accordance with this

			<p>Procedure, the student has the right to appeal the decision within 5 working days. In this event, the student must maintain enrolment at their current teaching location until the appeals process is completed.</p> <ol style="list-style-type: none"> The student must complete the online (Section 1) Application for Transfer Between Teaching Locations Appeal form, providing grounds for an appeal and upload any documentation which supports their appeal. The student may access the Student Advocacy support service for assistance with the appeal.
B	Assessing appeal for Transfer Between Teaching Locations	Coordinator, International Student Compliance	<ol style="list-style-type: none"> The Coordinator, International Student Compliance will assess the appeal and will update the MS List with the outcome of the. An email is sent to the student with the outcome. Students will be notified of the outcome of the appeal within 5 working days of lodgement. If the appeal is successful, the student will receive an email confirming that their appeal has been upheld. (Refer: Applying for and processing Transfer Between Teaching Locations application, Item 5 - 8). If the appeal is unsuccessful, the Coordinator, International Student Compliance will send the student an email advising them of the reasons for dismissing the appeal.
C	Appealing decision externally	Student	<ol style="list-style-type: none"> If a student is not satisfied with the result of the appeal process, the student has the right to access the external

			appeals process at minimal or no cost through the National Student Ombudsman. The student has 10 working days to appeal to the National Student Ombudsman.
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Supporting documents

- [Federation University Australia Statute 2021](#)
- [Federation University Australia \(Students\) Regulations 2022](#)
 - Part 2 - Division 3 - Enrolment

Forms.

- [\(Section 1\) Application for Transfer Between Teaching Locations Appeal](#)
- [Application for Cross Provider Enrolment](#) (PDF 227.3kb)
- [Application for Cross-Institutional Study \(Outbound\)](#) (PDF 225.7kb)
- [International Student - Transfer Between Teaching Locations form](#)

Responsibility

- Dean, Quality, Partnerships and Accreditation (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Manager, International Regulatory Services (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Approval Authority.
- Policy Editor: Senior Manager, Admissions and Scholarships

Promulgation

This procedure will be communicated throughout the University community via:

1. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website.
2. Distribution of e-mails to Head of Institute / Head of Department / University and Partner Provider staff.

Implementation

This procedure will be implemented throughout the University via:

1. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website.
2. Staff induction sessions.
3. Training sessions.

Records management

Document title	Location	Responsible officer	Minimum retention period
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Application to Transfer Between Teaching Locations	MS List	Senior International Reporting Officer	7 years after date of completion or withdrawal
Copy of Application to Transfer Between Teaching Locations outcome emails	Student File	Senior International Reporting Officer	7 years after date of completion or withdrawal
Application to Transfer Between Teaching Locations Appeals	MS List	Coordinator, International Student Compliance	7 years after date of completion or withdrawal
Application to Transfer Between Teaching Locations Appeals outcome emails	Student File	Coordinator, International Student Compliance	7 years after date of completion or withdrawal