

Changes of Provider Process and Policy

Version and Date:	Responsible Person:	Purpose and Comments:
<p>Version 1 June, 2023</p>	<p>CEO</p>	<p>Ensure compliance with National Code of Practice for Providers of Education and Training to Overseas Students 2018 and Education Services for Overseas Students Act 2000 (ESOS Act)</p>

POLICY SCOPE

This policy applies to international students who wish to change providers.

Note: no students that are under 18 years old at time of course commencement will be accepted by the school.

POLICY PURPOSE

Standard 7 of the ESOS National Code requires providers to not enrol an overseas student seeking to transfer from another provider's course prior to the overseas student completing six months of his/her principal course, except where the allowable exceptional circumstances, outlined in Standard 7.1, apply.

Applications will be assessed, and students will be advised of the outcome, and reasons for such, in writing within 10 working days of receipt.

POLICY STATEMENT

Auctus will comply with the requirements of the ESOS National Code.

LEGISLATIVE/STATUTORY REQUIRMENTS

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

ASSOCIATED DOCUMENTS

National Code 2018 Factsheets

[General Factsheet](#)

[Standard 1: Marketing information and practices](#)

[Standard 2: Recruitment of an overseas student](#)

[Standard 3: Formalisation of enrolment and written agreements](#)

[Standard 4: Education Agents](#)

[Standard 5: Younger overseas students](#)

[Standard 6: Overseas student support services](#)

[Standard 7: Overseas student transfers](#)

[Standard 8: Overseas student visa requirements](#)

[Standard 9: Deferring, suspending or cancelling the overseas student's enrolment](#)

[Standard 10: Complaints and appeals](#)

[Standard 11: Additional requirements](#)



REQUIREMENTS

The change of provider will only be granted where:

- the student has provided a letter from another registered provider confirming a valid offer has been made
- the student has provided written support from any government sponsor who considers the transfer to be in the student's best interest; and
- it is deemed not to be detrimental to the student

A change of provider will **not** be granted where there are reasonable grounds for refusal. Reasonable grounds for refusal of an application may include, but not be limited to:

- the change of provider being detrimental to the student
- the student wishing to experience another part of Australia
- where the student states that the course has not met their expectations and the organisation has another course to offer which meets their stated requirements
- personal preferences e.g. the student wishing to be with friends, the climate being uncomfortable

Potential transferees that are refused will have an opportunity to appeal the decision using the complaints and appeals process.

RISK MANAGEMENT

This policy assists the organisation to meet its obligations under the ESOS National Code.

Associated Documents and Materials

- Complaints and Appeals processes
- Compassionate and compelling circumstances Policy

