


POLICY	
	Release Policy for International Students
Contact Officer	Student Services Manager, Macquarie City Campus.

Purpose	<p>This policy outlines the conditions and circumstances by which an international student may apply to transfer to another registered provider prior to the completion of six months of study of their principal program. This policy is to be read in conjunction with any Macquarie University related policy.</p>
Overview	<p>The <i>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students</i> (2007) (the National Code) restricts education providers from enrolling a transferring student prior to the completion of six months of study in their principal program, except in limited circumstances.</p> <p>The National Code requires registered education providers to assess requests from international students to transfer to another provider prior to the completion of six months of study in their principal program.</p> <p>Following the completion of six months of study in their principal course students are not required to seek release.</p> <p>Macquarie City Campus (MQC) has determined circumstances where it will enrol a student seeking to transfer to the University and where it will approve a student to transfer from the University prior to the completion of six months of study in their principal program.</p>
Scope	<p>This policy outlines the circumstances under which MQC will allow both the enrolment of transferring students and the release of students from the University to another registered provider within the first six months of study in their principal program.</p> <p>This policy applies to all international students studying in Australia on a Student Visa.</p> <p>This policy applies to all international students who have sought direct entry into a MQC program and those students who have been issued with a package offer for more than one course, the principal course being the program of study at Macquarie University.</p>

Version 1.0

Release Policy for International Students

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	<p>This policy does not apply to students who:</p> <ul style="list-style-type: none"> (i) hold a visa other than a Student Visa; (ii) are transferring from one course of study to another within Macquarie University; (iii) are in receipt of Australian Commonwealth Government Scholarships; or, (iv) Have completed more than six months of their principal course of study with Macquarie University.
<p>The Policy</p>	<p>Students seeking enrolment at Macquarie City Campus</p> <p>The University may enrol a student transferring from another registered provider prior to the completion of six months' study their principal program if:</p> <ul style="list-style-type: none"> (i) the original registered provider has ceased to be registered or the program in which the student is enrolled has ceased to be registered; (ii) the original registered provider has issued a written letter of release; (iii) the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing in their principal program; or, (iv) Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change. <p>Students seeking release from Macquarie University</p> <p>Where a student requests a transfer from Macquarie City Campus to another registered provider prior to completing six months of their principal course, the student must complete the Macquarie City Campus (MQC). Application for Transfer to another Registered Provider and submit other relevant documentation including a letter outlining:</p> <ul style="list-style-type: none"> (i) the reasons for requesting the transfer (ii) and a letter of offer from the proposed registered provider <p>Where the student is under 18, MQC also requires a letter supporting the transfer from a parent or legal guardian. The new letter of offer must include a clause confirming that the proposed registered provider will accept responsibility for the student's accommodation, support and general welfare</p>

arrangements as per Standard 5 of the National Code 2007.

Requests for transfer will be assessed according to the criteria outlined below:

- (i) Where a student is on a package offer, a request for transfer will need to be approved by MQC.
- (ii) MQC will maintain records of all requests from a student for a transfer on the student's file, including assessment of and the decision regarding the request.

Assessment Criteria

MQCs considers the following circumstances as acceptable reasons for granting a student's request for transfer:

- (i) The new course is deemed to be in the best interest of the student's future career.
- (ii) Compassionate and compelling circumstances including but not restricted to:
 - unexpected severe illness or death of a family member
 - involvement of custody proceedings for their child
 - the student or accompanying family member has an acute medical condition requiring treatment
 - the student has been involved in legal proceedings where the timing is beyond the student's control
 - the student has been caught up in a natural disaster, political uprising or other similar event
 - the student has an accident, falls seriously ill or contracts a serious medical condition after arriving in Australia

Conditions under which a letter of release will not be granted

Macquarie City Campus will not approve a release request in the following circumstances:

- (i) Change of mind. Students are able to apply for transfer to other courses within MQC, but will not be granted a release to enroll with another provider on the basis of change of mind.
- (ii) the transfer request is to study a program at an academic level that is considered lower than their current principal program of study.
- (iii) the student has not exhausted access to the University's support

- services for assistance with study or personal issues
- (iv) Poor attendance
- (v) Student claims difficulty with course but has not accessed the additional academic support available at MQC
- (vi) Student claims difficulty with course however MQC believes student is capable with extra support and effort.
- (vii) The transfer will jeopardize the student's progress through a package of courses
- (viii) Poor application to course work
- (ix) Claims of financial hardship
- (x) Accommodation difficulties – distance; transport; living arrangements
- (xi) Migration agent's error

MQC reserves the right to take into consideration other factors, including individual circumstances of a student, which may not have been specified above

Where a release is not granted, written reasons for the refusal will be provided to the student together with advice that he or she is able to access MQC's appeals policy and procedure and that the student has 20 working days to do so.

Refunds of Tuition Fees

The provisions of the Macquarie City Campus *Refund Policy* will apply when a student's request for release is granted.

Appeals

A student who has been denied release may appeal the decision.

All appeals must be made in writing and be addressed to the Campus Director & Principal.

All appeals will be considered within 10 working days after submission, and completed in a reasonable timeframe which takes into account the student's future enrolments and the length of their student visa;

The decision of the Campus Director will be the final avenue of internal appeal within the University.

Following the outcome of an internal appeal, students have the ability to lodge an external appeal to the New South Wales Ombudsman.

In accordance with the provisions of the *National Code (2007)*, a student's

	<p>enrolment will be maintained while an internal appeal is being heard.</p> <p>Circumstances in which a letter of release is not required</p> <p>A letter of release is not required if:</p> <ul style="list-style-type: none"> (i) the student has been studying in their principal program for more than six months; (ii) the student does not meet the conditions of their letter of offer and therefore cannot commence their program at the University and a suitable alternative program at the University is not available; or, (iii) The student wishes to discontinue studying at the University and intends to return to their home country.
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Date Approved	25/09/09
Approval Authority	
Date of Commencement	25/09/09
Amendment Dates	No amendments since approval
Date for Next Review	Every three years from date of approval or as required by relevant legislation. Next review is due 25/09/12.
Related Policies	<p><i>Refund Policy</i></p> <p><i>Fee Policy</i></p> <p><i>Deferment and Suspension Policy</i></p> <p><i>Accommodation and Welfare for International Students</i></p> <p><i>Under 18 years of age policy</i></p> <p><i>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007)</i></p>
Policies Superseded by this Policy	N/A New Policy