

# MITP09 – COURSE TRANSFER POLICY AND PROCEDURE

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## *Policy Summary for Students*

### **PURPOSE OF THIS POLICY**

This policy explains how you can transfer between courses, either within Menzies Institute of Technology or to/from other education providers. It ensures you understand your rights regarding course transfers, the processes involved, and how the Institute supports you throughout the transfer process while maintaining compliance with visa requirements for international students.

### **KEY SECTIONS OF THE POLICY**

#### **Who This Policy Applies To**

**For International Students:** This full policy applies to you, including special visa considerations and the six-month restriction period. You must follow specific procedures for transfers to or from other providers.

**For Domestic Students:** Internal transfer provisions apply if you're changing courses within Menzies. If you're transferring to or from another provider, follow standard withdrawal and enrolment processes. This policy does not apply to domestic students transferring between providers.

#### **Understanding Course Transfers**

**Course Package:** All courses included on your student visa (principal and prerequisite courses).

**Six Month Restriction:** International students cannot transfer to another provider within the first six months of their principal course, except under specific circumstances.

**Transfer Risk Assessment:** The Institute evaluates academic, financial, and wellbeing implications of any proposed transfer to ensure it's in your best interests.

#### **Guiding Principles**

All transfer decisions consider your welfare and educational outcomes first. The Institute provides transparent information, applies criteria fairly across all cases, offers proactive support throughout the process, and continuously improves based on student outcomes.

## UNDERSTANDING THE TRANSFER PROCESS

### Three Types of Transfers:

#### 1. Transfers FROM Other Providers to Menzies

If you're currently studying elsewhere and want to join Menzies, you'll need to provide a valid offer from us and, if you're an international student, a release letter from your current provider (if within the first six months).

#### 2. Transfers TO Other Providers from Menzies

If you want to leave Menzies to study elsewhere, you'll need to apply for our approval. International students within the first six months of their principal course need special consideration.

#### 3. Internal Transfers Within Menzies

If you want to change courses within Menzies (for example, from automotive to health training), you'll follow the internal transfer process.

## TRANSFER TO ANOTHER PROVIDER (Leaving Menzies)

### Step-by-Step Process:

#### Step 1: Consider Your Options

Before applying to transfer, think carefully about why you want to change. Contact Student Services to discuss your reasons - there may be solutions that don't require transferring, such as course modifications, additional support services, or academic counselling.

#### Step 2: Obtain an Offer

Get a valid written offer from the receiving provider for the course you want to transfer to. This offer must include course details, start dates, and any entry requirements.

#### Step 3: Submit Your Transfer Application

**Complete the Transfer Application Form (available from Student Services or online) and submit it with:**

- Your valid offer letter from the receiving provider
- Academic transcript and progress report
- Personal statement explaining your reasons for transferring
- Any supporting documentation (medical certificates, financial evidence, etc.)

International students: You must submit your application at least 10 working days before your intended transfer date.

#### **Step 4: Risk Assessment**

##### **Student Services will conduct a Transfer Risk Assessment considering:**

- Your academic progress and attendance
- Financial implications of the transfer
- Wellbeing and support service needs
- Visa implications (international students)
- Whether your reasons meet approval criteria

#### **Step 5: Receive Decision**

##### **You'll receive a written decision within:**

- Standard cases: 10 working days
- Compassionate cases: 5 working days
- Complex cases: 15 working days

The decision will clearly explain the outcome, reasons for the decision, any conditions that apply, and your appeal rights if the request is denied.

#### **Step 6: If Approved (International Students)**

The Institute will issue your Letter of Release and record it in PRISMS. You'll also receive information about any refunds due under MITP10 Refund Policy, confirmation of your study period with us, and your academic transcript.

When Will Your Transfer Be Approved?

**The Institute will approve your transfer request when it's in your best interests. This includes situations where:**

**Compassionate or Compelling Circumstances:** You're experiencing serious illness, bereavement, family trauma, financial hardship beyond your control, or other exceptional circumstances that genuinely affect your ability to study.

**Academic or Course Issues:** You'll be reported for unsatisfactory progress despite the Institute's intervention support, the course doesn't meet your reasonable expectations, evidence shows you were misled about the course or Institute, or there are significant changes to the course that affect you.

**Provider Issues:** The Institute ceases to be registered or the course stops being offered, or the Institute has sanctions that prevent you from continuing.

Other Valid Reasons: Government sponsor support for the transfer, better course alignment with your career goals and capabilities, or significant change in your personal circumstances.

When Will Your Transfer Be Refused?

**Transfer requests may be refused if:**

- You're seeking to transfer within the first six months without valid grounds (international students)
- You're attempting to avoid reporting for attendance or progress failures
- You don't have a valid offer from the receiving provider
- The transfer would jeopardize your course package progression
- You haven't provided sufficient evidence supporting your application

**INTERNAL COURSE TRANSFERS (Within Menzies)**

If you want to change courses within Menzies, the process focuses on finding the best course match for you.

**Eligibility Assessment Considers:**

Academic Factors: Do you meet entry requirements for the new course? What credit transfer opportunities exist? How will this impact your academic progression? Are there skills gaps to address?

Personal Factors: Does the new course align with your career objectives? Is it compatible with your learning style? What are the financial implications? What support services do you need?

**Approval Criteria:**

Internal transfers are approved when there's better alignment with your capabilities or goals, your reasonable expectations aren't being met in your current course, you've experienced significant personal circumstances changes, industry advice supports the change, or your academic advisor recommends the transfer.

**Processing Requirements:**

You must attend a mandatory academic counselling session, undergo credit transfer assessment, receive financial impact analysis, execute a new student agreement, and (for international students) have the change recorded in PRISMS.

## KEY POINTS TO REMEMBER

### **Six Month Restriction (International Students)**

If you're an international student, you generally cannot transfer to another provider within the first six months of your principal course unless specific circumstances apply. This restriction protects students from making hasty decisions and ensures proper course commitment.

### **Credit Transfer Opportunities**

When transferring courses (internally or externally), the Institute will assess whether your completed units can be recognized in your new course, potentially reducing duplication and saving you time and money.

### **Financial Considerations**

All transfer costs are disclosed upfront. Payment plan options are available. The Institute has emergency fee waiver provisions for genuine financial hardship cases. Finance Manager approval is required for fee waivers exceeding \$500. Refunds are processed according to MITP10 Refund Policy.

### **Visa Implications (International Students)**

Any course transfer affects your student visa. The Institute will update PRISMS to reflect your course changes. You should understand how transfers impact your visa conditions and course duration. Consider consulting a migration agent if you're unsure about visa implications.

### **Support Throughout the Process**

Student Services provides counselling, academic advising, financial guidance, and wellbeing support throughout the transfer process. You're never alone in making these important decisions.

### **Appeal Rights**

If your transfer request is refused and you believe the decision is unfair, you can appeal through MITP07 Complaints and Appeals Policy. Appeals must be lodged within 10 working days and can be based on procedural fairness concerns, new evidence, changed circumstances, decision inconsistency, or inadequate support services.

### **Documentation and Records**

All transfer applications and decisions are documented in your student file and maintained for minimum 2 years after course completion.

## ADDITIONAL INFORMATION

### Quality Assurance

The Institute regularly monitors transfer processes to ensure they're working effectively. This includes tracking transfer approval rates, processing timeframes, student satisfaction levels, academic outcomes after transfer, and compliance with regulatory requirements.

### Committee Oversight

The Student Support Committee reviews transfer trends quarterly and assesses the effectiveness of transfer support services. The Governance and Risk Management Committee reviews high-risk transfer cases and ensures policy compliance.

### External Review Options

Beyond internal appeals, you can access Ombudsman services, industry body complaints processes, independent mediation services, educational appeals panels, and legal consultation services.

### Information Provision

The Institute ensures you have access to clear, accurate information about transfer processes, timeframes and costs, academic and visa implications, available support services, appeal rights, and alternative pathways.

## NEED HELP OR HAVE QUESTIONS?

**Student Services Officers, 1300 244 002, [academics@menzies.vic.edu.au](mailto:academics@menzies.vic.edu.au)**

For transfer-specific questions, ask to speak with a Student Services Officer who specializes in course transfers.

## RELATED POLICIES YOU SHOULD KNOW

- MITP07 – Complaints and Appeals Policy and Procedure
- MITP08 – Deferral, Suspension and Cancellation Policy and Procedure
- MITP10 – Refund Policy and Procedure
- MITP11 – Admissions Policy and Procedure
- MITP31 – Student Records Management Policy and Procedure
- MITP74 – Risk Management and Financial Viability Policy and Procedure

All policies are available on the Menzies Institute of Technology website or from Student Services.