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AIAC Student transfer procedure

Purpose

The purpose of this document is to outline the process in accepting students transferring to AIAC from another registered provider or transferring out of AIAC to another provider.

Scope

This procedure and supporting policy applies to domestic or international students enrolled in, or wanting to enroll in an AIAC accredited course.

Copies of our policies and procedures can be found on our website here [link].

1 Transferring to AIAC

There are strict rules surrounding transferring students between RTO's for international students. Refer to the Student Transfer Policy or contact us for more information. Refer to our Schedule of Fees for associated enrolment and transfer fees.

1.1 First steps

All transferring students must meet our Minimum Entry Requirements, regardless of the amount of previous training the student has experienced. Refer to our Recruitment and Enrolment Policy on our website or contact us for a copy at info@aiacollege.com. The prospective student will also need;

- The AIAC enrolment Application form (non-refundable fees apply)
- The Student Transfer In application form (non-refundable fees apply)
- The Recognition of Prior Learning and Credit Transfer Kit (non-refundable fees apply).
- Any transcripts from your current RTO
- Identification documents
- Your USI

International Students will also need a copy of a valid enrolment offer and a Letter of Release from their current CRICOS provider stating the reason/s for transfer. CRICOS students will not be able to transfer to AIAC if they have not completed the first 6 months of their principle course with their current provider, unless compelling circumstances apply. Refer to our Student Transfer Policy for details [link].

If the student can meet all requirements and wishes to proceed with the transfer, all forms are to be filled out and returned with supporting evidence to info@aiacollege.com.au.

Once received, the HOO will assess the application which will involve AIAC contacting the current provider, validating the student's USI, confirming details in PRISMS, confirming the student's visa with the Department of Home Affairs etc. AIAC may need to ask for further supporting evidence. Refer documents to the RCO for verification.

If the application is satisfactory and AIAC will consider the transfer, all prospective students will need to attend a screening interview as per our Recruitment and Enrolment Procedures. The student may also need to demonstrate his/her skills through a flight assessment with the HOO or delegate. The HOO will contact the student to arrange a suitable time for screening and the flight assessment. Associated costs are to be paid by the student and are non-refundable. Refer to our Schedule of Fees.

After the student has been screened, AIAC will contact the student within 14 working days to confirm the transfer and recognition of prior learning/credit transfer details; or provide in writing reasons why the transfer was denied. The prospective student will have 20 days to access our complaints and appeals policy if the transfer was denied.

1.2 Transfer approval

The student will be granted conditional approval for the transfer if AIAC is satisfied with the provided information, that the student can meet all pre-requisites and that the transfer is in the best interest of the student.

The RCO will send out a Letter of Offer listing any conditions to his/her enrolment, and course joining instructions. These are contained in the Enrolment Confirmation pack. The confirmation pack will also contain an updated schedule of fees taking into account RPL and shorter course durations if applicable. The confirmation pack will also outline approved RPL/Credit Transfers if applicable. The Student

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Handbook is to be sent to the student at this time. The RCO will also add the student to the student register.

International Students will still be required to complete your course within the time frame issued in your eCoE to fulfil your student visa obligations. An extension to the visa should never be assumed.

If the prospective student agrees to the conditions set out in the written agreement, schedule of fees and any other documents, he/she is required to pay the course deposit and return the signed written agreement within 14 days to secure his/her place. Failure to do so may see the transfer cancelled by AIAC.

Important: To reduce the disruptive impact of transferring your flight training, the course commencement date for all students will not be more than 21 days from the date of AIAC receiving the written agreement. Prospective students must take this timeframe into account when considering transferring to AIAC.

The RCO will acknowledge receipt of the written agreement by email once received. The RCO will update the student's details in PRISMS.

Refer to the Recruitment and Enrolment Procedure for more information on enrolling students. [link]

2 Transferring from AIAC

Transfers from AIAC will be available at no cost to the student. However, refunds of any pre-paid fees may be subject to an administrative charge, depending on the reason for transfer. Refer to our Refund Policy for more information.

If a student wishes to transfer from AIAC to another registered provider, the student should download or request the Student Transfer (out) Form (AIAC-RTO-FRM-005_v1). Fill in the details and return to rto@aiacollege.com. A Letter of Offer from the new provider will be required.

The transfer request will be assessed by the HOO in consultation with the Operations Manager and RCO. The student may be asked to attend an interview with the HOO to discuss other options before the transfer is granted.

International Students: May not transfer from AIAC within the first 6 months of their principle course, unless compelling circumstances apply. Refer to the Transfer policy for details. If approved, the student will be responsible for contacting the Department of Home Affairs to discuss your visa options and obligations. A new Visa may be required.

AIAC will attempt to assess all transfer requests and reply to the student within 14 working days of all forms being received. In the event a transfer is denied, AIAC is required to inform the student in writing within 14 days with the reason[s] why, reminding them that they have 20 days to access the AIAC complaints and appeals policy. The student may continue training if he/she wishes whilst the application is being processed.

The RCO will issue the student a Letter of Release and update the student in PRISMS. The student will also be updated in the student register as 'cancelled'.

All records will be kept in the student files according to the colleges record keeping policy and procedures.

3 Transfer Refusals

AIAC reserves the right to decline a request for transfer (to or from AIAC) if;

- AIAC feels that the transfer will be detrimental to the students' progress
- The student has not completed 6 months of his/her principle course at the previous provider
- The student does not comply with our RPL Policy or other company policies
- The student is trying to avoid being reported to DoHA for failure to meet the provider's attendance or academic progress requirements
- The previous/proposed provider is not registered with CRICOS
- The welfare of the student might be compromised
- The student does not have the funds for tuition fees or living expenses
- The student does not have a valid USI

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Students will be notified in writing within 14 working days with an explanation. The notice will also remind the student that he/she can access our complaints and appeals policy within 20 working days.

AIAC cannot not finalise the student's refusal status in PRISMS until the appeal finds in favour of the registered provider, or the overseas student has chosen not to access the complaints and appeals processes within the 20 working day period, or the overseas student withdraws from the process. Refer to the PRISMS user guide for student management in PRISMS.

4 Record keeping

All records and correspondence will be kept in the student files for 7 years according to the colleges record keeping policy and procedures.

5 Review of policy and procedures

The Recruitment and Enrolment policy and procedure will be reviewed 12 months from the date of implementation or after any significant change in regulation by the Compliance officer. The document map and control register (AIAC-QHS-RG-006_V1) will be used to manage the review schedule.

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