

TRANSFER OF PROVIDER PROCEDURE

SECTION D - PROCEDURE

Related Policy

Transfer of Provider Policy (only applicable to students on a student visa)

D.1 Procedure

Responsible	Procedure Steps				W/I		
	1	Enrol	ling transfer students (international)				
Student		1.1	Apply v	Apply via Studylink.			
			1.1.1	Students with agents: Agent applies via Studylink Agent Portal.			
			1.1.2	Students without agents: Students apply through the SAIBT/CELUSA website or through their own Studylink Student Portal.			
		1.2	Upload	all supporting documents via Studylink.			
		1.3		Application is submitted to Studylink. The student record is created as soon as the application is submitted.			
	2	Appli	cation as	tion assessment in Studylink			
Admissions		2.1	Check a	Check application and assess the application documents.			
		2.2	Admiss	Admissions record assessment criteria in Studylink.			
		2.3		Issue Letter of Offer via Studylink, conditional or unconditional, to the agent or directly to the student if the student has no agent.			
Student	3	Confi	rm accep	m acceptance			
		3.1	Reques	Request a Confirmation of Release from the current provider.			
		3.2	Sign th	Sign the Acceptance form .			
		3.3		Make payment as outlined in payment options specified in the Letter of Offer.			
		3.4		Send the acceptance forms, and payment evidence to the Admissions office via email or Studylink.			
	4	Creat	ate the CoE				
Admissions		4.1	Check the submitted documents and confirmation of release through PRISMS.				
		1	1		1		

Responsible	Procedure Steps			W/I	
	4.2 Replace CoE(s) in PRISMS upon submission of acceptance payment evidence and confirmation of release.				
				If the release application from the current school is rejected no CoE will be issued and the offer will expire at the date of the last late orientation.	
		4.3	Add the CoE data to the student's Studylink record for enrolment.		
		4.4		CoE(s) to the agent if the student is represented by an directly to the student if they have no agent.	
	5	Visa a	pproval	proval	
Student		5.1	Notify Immigration of change to circumstance with new CoE as per Visa conditions.		
	6	Reque progra	est for transfer (current students enrolled in a SAIBT/CELUSA am)		
Student		6.1	Contact the Student Services Centre (SSC) for a Request to Transfer form .		
			submit of except (students Cordon B	tudents packaged with UniSA are only required to one application for their packaged programs to SAIBT, CELUSA/UniSA package. CELUSA/UniSA packaged is need to contact UniSA. Students packaged with Le Blue (LCB) are required to submit two separate applications /CELUSA and LCB.	
6		6.2	application Note: if	you are under the age of 18 this must include written ation from your parent or guardian supporting the	
		6.3	Attach th	e Letter of Offer from the proposed provider.	
		6.4	Submit t	he application form.	
		6.5	Continue	to attend classes while the request is in process.	
Student and Academic Services (SAS)		6.6	request 6	pplication, check supporting documents, and send a meeting email to student. pplication will not be processed if Intention to Report n progress, Sponsor approval required, or student has ing fees.	
		6.7	according	plication is approved as having an unrestricted CoE, g to the Transfer of Provider Policy, advise the student of ome of their request within 7 working days of the on.	
	7	Asses	sment of	transfer application	

Responsible	Procedure Steps				
Academic Directorate (AD)		7.1	Assess the application according to the conditions in the Transfer of Provider Policy . If student does not attend a meeting/interview within 3 days of the request email, the application will be rejected.		
		7.2			
		7.3	Once a decision has been made, record the outcome in the application.		
	8	Issue	outcome letter to student		
SAS		8.1	Email the outcome to UniSA Quality and Compliance (Q & C) to ascertain if they agree with the outcome.		
			Note : If UniSA disagree the outcome, separate outcome letters will be issued SAIBT/CELUSA and UniSA.		
		8.2	Advise the student of the outcome of their request within 10 working days of the submission.		
	9	Reque	est for transfer approved		
SAS		9.1	Cancel the student CoE and release in PRISMS.		
		9.2	Advise the pathway University of the student's release from SAIBT/CELUSA.		
		9.3	Notify the student that the transfer is approved, and a release granted.		
	10	Reque	uest for transfer rejected		
SAS		10.1	Notify student that their transfer has been rejected.		
		10.2	Notify the pathway University of the outcome if packaged.		
Student		10.3	If you are unhappy with the decision to reject your application for transfer, please refer to the Student Grievances and Appeals Policy and Procedure.		
		10.4	Continue to attend classes.		
SAS		10.5	If student does not access appeals processes within 20 working days or their appeals are rejected, record transfer as rejected in PRISMS.		

D.2 Supporting Documentation

Related material	Location
Refund Policy	SAIBT Policy and Procedures web page
Refund Schedule	SAIBT Policy and Procedures web page

Student Grievance and Appeals Policy	SAIBT Policy and Procedures web page
Student Grievance and Appeals Procedure	SAIBT Policy and Procedures web page

Form templates	Location
Transfer request form	Pipefy
SAIBT/UniSA Transfer Approved email template	Student management system
SAIBT/UniSA Transfer Rejected email template	Student management system
CELUSA/UniSA Transfer Approved email template	Student management system
CELUSA/UniSA Transfer Rejected email template	Student management system

Records (including completed forms)	Retention time	Location
International Application Form	7 years	Studylink
Request for Transfer Form	7 years	Pipefy

D.3 Version Control

Current Version Number	3.1
Date of Effect	08/2022
Privilege Level	Public