

Student Transfers

ANIMT will not enrol overseas students transferring from their principal course (i.e. the main course of study or the highest qualification indicated on the student's current visa) with another registered provider before they have completed 6 months of their principal course with that registered provider. This requirement must be applied unless:

- the original registered provider or course in which the student is enrolled has ceased to be registered
- the releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS. Student must show the release letter/cancelled CoE from original provider to ANIMT
- the original registered provider has had a sanction imposed on its registration that prevents the overseas student from continuing his or her course at that registered provider
- 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

ANIMT will release a current student from their course and provide a letter of release before they have completed 6 months of that course where it can be demonstrated that the student:

- Can no longer be provided with the training delivery and assessment services in the principal course by ANIMT for any reason (e.g. sanction imposed on ANIMT)
- Has compelling and compassionate circumstances that is beyond their control
- Will be better-off if released. ANIMT, in this case, has a reasonable ground to believe that the approval of release will in the best interests of student's future.
- Can show evidence that the his/her reasonable expectations about their current course are not being met by ANIMT.
- Can show evidence that the overseas student was misled or misunderstood by the ANIMT or an education or migration agent regarding ANIMT or its course and the course is therefore unsuitable to their needs and/or study objectives
- Has got the favour of an appeal (internal or external) on another matter that results in a decision or recommendation to release him/her.
- Is in a situation where he/she will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging

with that registered provider's intervention strategy to assist him/her. In such case, student has to prove that he/she has tried to progress sincerely (e.g 80% or above in attendance, timely submission of assessments) but could not pass for reasons beyond his control (e.g. pre-requisite knowledge outdated)

ANIMT will not release a current student from their principal course and provide a letter of release before they have completed 6 months of that course, where it can be demonstrated that the student:

- Was not sincere in studies, has not made satisfactory academic progress and is seeking a transfer just to avoid being reported to DHA
- has not attended the course as required and is seeking a transfer to avoid penalties (or being reported to the Dept. of Education if stipulated by an ESOS agency)
- has not paid all tuition fees
- does not have proper information that this transfer may be detrimental to him.

Procedure for assessing applications for transfer to ANIMT

1. ANIMT receives an application from a student who is on-shore and who have indicated that they are currently studying at another institution. They need to explain why they want to leave current provider and come to ANIMT.
2. The Director of Studies (DoS) or delegate uses PRISMS to ascertain if the student has completed 6 months or more of their principal course. They also use the copy of the student visa in the passport to ascertain what the principal course is and when they arrived in Australia. ANIMT may also ask transcript of the course from the student to ascertain how many units he has passed in this time period.
3. Where the above is satisfied, ANIMT application process proceeds as like, for all offshore students i.e CERT Test etc.
4. Where the above is not satisfied, students are asked to provide an appropriate letter of release in support of their application. They may be provided with a "conditional" offer from ANIMT, which clearly states that an offer of a place is contingent on obtaining a letter of release.
5. Where the student provides a letter of release and they have no outstanding fees to be paid to the ANIMT or other outstanding matters of concern, the application proceeds as like all offshore applicants.

6. Where a satisfactory letter of release is not provided, the application process is halted and the student informed that they are unable to be transferred at this time. They are welcome to resubmit their application when the 6-month period has passed.
7. ANIMT will make a decision regarding such applications, within 3 working days of receiving an application and communicate to student.

Note: In the very rare circumstances where the provider has ceased to be registered, or sanctions have been placed on it by the Australian government, which do not allow the student to continue with the course, no letter of release is required.

Procedure for assessing applications for transfer from ANIMT

1. Students make a written request to ANIMT to transfer to another provider.
2. The student is asked to provide a valid offer of enrolment from the other registered provider.
3. With these documents are sighted, ANIMT will assess the transfer request using the following questions:
 - does the student have any outstanding fees payable?
 - is the student fully aware of the study issues involved in the transfer?
 - is the student trying to avoid being reported to DHA for lack of course progress or any other reason?

Where the answers to these questions are satisfactory, the letter of release will be granted at no charge to the student. The student will also be advised of the need to contact DHA to see whether he needs to obtain a new visa.

4. ANIMT reports the student's termination of studies through PRISMS.
5. The Director of Studies will decide whether to refuse or grant the letter of release and inform the student. If the Director of Studies decides to refuse a letter of release the student will be advised within 3 working days of application in writing providing the reasons for refusal and indicating that the student may access the student complaints and appeals process if they want a review of the decision.
6. The Director of Studies will make any final decision regarding the issuance or refusal of a letter of release for any student.

7. Where the student has provided all the necessary documentation regarding letters of release, the assessment will be made within 3 working days of application and communicated to the students thereafter.
8. ANIMT will maintain records of all requests from overseas students for a release and the assessment of, and decision regarding, the request for two years after the overseas student ceases to be an accepted student.

The approval of the transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by ANIMT refund policy as outlined in the written agreement. If the student is unhappy with the denial decision of Director of Studies, they are advised to take the matter with Principal Executive Officer who shall follow the above-mentioned process in deciding if the student can be granted a letter of release. The student is encouraged to follow Appeal Policy in such cases.

ANIMT will not finalise the student's refusal status in PRISMS until the appeal finds in favour ANIMT 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.

For domestic students' transfer, the time constraint of six months and PRISM reporting don't apply and will be considered on a case-to-case basis.