EVANTAA INSTITUTE

PROGRESS & COMPLETION

Course Transfer

Policy & Procedure

Transferring to or from Evantaa Institute, and how we assess release requests.

VERSION	EFFECTIVE	PROVIDER
3.1	2 October 2026	RTO 45866 · CRICOS 04025C

1. Purpose

Evantaa Institute is committed to ensuring that the enrolment and transfer of international students between registered providers is managed in a fair, transparent and compliant manner. This policy outlines the conditions under which Evantaa Institute will enrol students transferring from another provider and the circumstances under which Evantaa Institute will grant or refuse a student's request to transfer to another provider.

This policy ensures that Evantaa Institute does not enrol students who are seeking to transfer before completing the required minimum period of their principal course of study, except in permitted circumstances, and that all requests for release are assessed consistently and in accordance with regulatory requirements. Under a temporary arrangement in effect from 2 October 2026 to 30 June 2027, this minimum period is twelve (12) months; outside that period it is six (6) months, and it reverts to six (6) months from 1 July 2027 (see clause 3).

This policy supports compliance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Standard 7) and relevant ESOS legislative requirements.

2. Scope

This policy applies to all international students enrolled at or seeking enrolment with Evantaa Institute, and to all staff involved in admissions, student administration, compliance and decision-making related to course transfers. It applies to both students transferring from another registered provider to Evantaa Institute and students seeking to transfer from Evantaa Institute to another registered provider.

3. Policy

Evantaa Institute adopts the following principles in relation to course transfer:



Minimum study period before transfer (transitional arrangement)

From 2 October 2026 to 30 June 2027, the minimum period a student must complete before transferring to or from another registered provider is **twelve (12) months** of their principal course of study. Outside this period the minimum is six (6) months, and the minimum reverts to six (6) months from 1 July 2027. References below to the minimum study period are to be read in line with this arrangement.

- Evantaa Institute will provide students with clear and accurate information regarding course transfer requirements prior to enrolment through its website, prospectus and student handbook.
- Evantaa Institute will not knowingly enrol a student transferring from another registered provider before the student has completed the applicable minimum period of their principal course of study (see above), except where permitted under the National Code.

Evantaa Institute will only enrol a transferring student prior to completion of the applicable minimum period of their principal course where:

- the original registered provider has ceased to be registered, or the course has ceased to be registered;
- the original registered provider has provided a written letter of release and recorded the outcome in PRISMS;
- the original provider has had a sanction imposed that prevents the student from continuing their course; or
- a government sponsor considers the transfer to be in the student's best interest and provides written support.
- Evantaa Institute will not actively recruit students enrolled with another provider prior to completion of the applicable minimum period of their principal course.
- Evantaa Institute will apply transfer restrictions to all courses within a packaged course arrangement.
- Evantaa Institute will assess all requests for release fairly, taking into account the individual circumstances of the student and relevant supporting evidence.
- Evantaa Institute will not finalise a refusal of a transfer request until the student has had the opportunity to access the Complaints and Appeals process.
- Evantaa Institute will grant transfer requests where it is determined that the proposed course better meets the student's academic capability, long-term goals or access to support services, or where compassionate or compelling circumstances exist.
- Evantaa Institute will consider compassionate or compelling circumstances, including but not limited to serious illness, bereavement, natural disasters, traumatic experiences or inability to deliver prerequisite units.
- Evantaa Institute will generally refuse transfer requests where the transfer may negatively impact course progression, where sufficient support has not yet been provided, or where the student is attempting to avoid academic or attendance reporting requirements.
- Evantaa Institute will require students to provide a valid Letter of Offer from another registered provider when requesting a transfer.
- Evantaa Institute will grant a release where it is demonstrated that the student was misled by Evantaa Institute or its representatives in breach of the ESOS Act.

- Evantaa Institute will not charge a fee for issuing a Letter of Release; however, refunds will be managed in accordance with the Fees and Refunds Policy and Procedure.
- Evantaa Institute will ensure that students are advised to contact the Department of Home Affairs to understand the impact of transfer on their visa.
- Evantaa Institute will ensure that all staff involved in recruitment, admissions and student support are aware of ESOS obligations and transfer restrictions.
- Evantaa Institute will maintain records of all transfer requests for a minimum of two (2) years after the student ceases to be an accepted student.

4. Procedures

1 Students Transferring from Another Provider

Administration staff must review applications from students indicating current enrolment with another provider and must confirm whether a valid Letter of Release has been provided or whether permitted circumstances apply.

Administration staff must verify student enrolment status with the previous provider, including contacting the student or their education agent where required.

Administration staff must check PRISMS to confirm whether a release is required and must inform the student or their agent of any release requirements identified.

Administration staff must assess whether the student meets standard enrolment requirements and, where all conditions are satisfied, must forward the application to the General Manager or CEO for approval.

The General Manager or CEO must review and approve or refuse the application based on compliance with policy and regulatory requirements.

Administration staff must notify the student in writing of the outcome using the Letter of Confirmation (Student Transfer) template within ten (10) working days of receiving a complete application.

Administration staff must notify the student in writing where the application is refused and must provide reasons for refusal.

Administration staff must retain all documentation related to the transfer request in the student file for a minimum of two (2) years after the student ceases to be an accepted student.

2 Students Seeking to Transfer to Another Provider

Administration staff must provide students requesting a transfer with an Application for Withdrawal Form and must advise them of required supporting

- documentation, including a valid Letter of Offer from another registered provider and reasons for transfer.
- Administration staff must acknowledge receipt of the completed Application for Withdrawal Form within two (2) working days.
- Administration staff must review the application and supporting evidence within ten (10) working days of receipt and must assess the request against the conditions outlined in this policy.
- Administration staff must assess whether the request meets valid grounds for transfer, including academic suitability, student goals, access to support services or compassionate or compelling circumstances.
- The General Manager or CEO must make a decision to grant or refuse the request based on the assessment of evidence and policy requirements.

Administration staff must notify the student in writing of the outcome of the request, including reasons for refusal where applicable, and must inform the student of their right to access the Complaints and Appeals Policy and Procedure within twenty (20) working days.

Administration staff must issue a Letter of Release where the request is approved and must update PRISMS accordingly.

Administration staff must ensure that students are advised to contact the Department of Home Affairs to determine the impact of the transfer on their student visa.

Administration staff must ensure that all documentation relating to the transfer request is recorded and maintained in the Student Management System and student file.

5 Variations

Evantaa Institute reserves the right to modify this policy as necessary to comply with legislative changes or organisational needs.

Document Control

Document Title	Course Transfer Policy and Procedure
Version	3.1 — updated to reflect the temporary 12-month transfer restriction in effect 2 October 2026 – 30 June 2027
Former Version	3.0
Effective Date	2 October 2026
Approved By	Chief Executive Officer (CEO)