



Overseas Student Transfers Policy & Procedure

Purpose & Scope

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code) restricts providers from enrolling transferring students prior to the student completing six (6) months of their principal course of study (or for the duration of the course if the course is less than six months), except for some circumstances outlined in this Policy and Procedure.

This policy details the procedures for assessing applications to transfer prior to completion of 6 months of their principal course. Students who have studied longer than this period can apply as normal and no letters of release need to be sighted or produced.

Institute of Intellect Blending's (IIB) policies support the intent of *Standard 7*, considers individual circumstances, and will provide a letter of release at no cost to the student if a successful application is made for release. IIB will always advise a transferring student of the need to contact DHA to seek advice on whether a new student visa is required.

IIB will ensure this policy is available to both staff and students by including it in the Staff Policy and Procedure Folder available on all staff computers and the Student Handbook.

This policy applies to:

- international students seeking to transfer to IIB within six months of their principal course
- international students enrolled with IIB seeking to transfer prior to completing six months of their principal course
- IIB Marketing, Admissions and Student Services staff.

Legislative context

This policy satisfies the requirements of Standard 7 of the National Code 2018

Definition

ESOS Act – Education Services for Overseas Students Act

International students: Overseas students holding a student visa issued by the Australian Government Department of Home Affairs.

Principal course of study: The main course of study leading to the highest qualification on the students' current visa. If the student is on packaged courses, the principal course is the course leading to the highest qualification and the restriction will apply to the first six months of that course and any packaged courses before it.

PRISMS – Provider Registration and International Students Management System. Australian Government Database used to manage international students' Confirmation of Enrolment (CoE).



Policy

Under this policy, IIB will support the intent of the standard which recognises overseas students as consumers and supports them to exercise choice, while acknowledging that they may require support to transition to study in Australia.

IIB enrolling a transferring student from another provider

IIB will not knowingly enrol any overseas student wanting to transfer from another provider prior to the student having completed six (6) months of their principal course of study unless:

- the releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered
- the releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that registered provider
- the releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS
- any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change.

A release in PRISMS must be done by the previous provider to enable IIB to create a new CoE for the student.

Circumstances in which IIB will release the student

For international students who wish to withdraw from studies at IIB prior to completing six months of their principal course and begin studies at another institution, IIB will grant the request if the transfer is deemed to be in the student's best interests. These circumstances can include:

- The student must lodge a written request including a valid enrolment offer from another registered provider.
- the overseas student is unable to achieve satisfactory course progress at the level they are studying, even after engaging with IIB's intervention strategy to assist the overseas student in accordance with Standard 8 (Overseas student visa requirements)
- there is evidence of compassionate or compelling circumstances
- IIB fails to deliver the course as outlined in the Acceptance of Offer document.
- there is evidence that the overseas student's reasonable expectations about their current course are not being met
- there is evidence that the overseas student was misled by IIB or an education or migration agent regarding the College or its course and the course is therefore unsuitable to their needs and/or study objectives
- an appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.



Refusing to provide a letter of release

Reasons for not releasing a student may include but not be limited to:

- The transfer may jeopardise the student's progression through a package of courses.
- The student has recently started studying the course and the full range of support services are yet to be provided or offered to the student.
- IIB will implement or is in the process of implementing an Intervention Strategy to support the student and review the issue within a timeframe negotiated with the student.
- If the student is trying to avoid being reported to the Department of Home Affairs for failure to meet IIB's academic progress requirements.
- The student has outstanding fees.
- The student has not completed more than six months of their principal course.
- The student is experiencing course schedule conflict with personal, work, or non-study commitments.
- The student's claims cannot be supported by sufficient, authentic and compelling evidence.
- The student does not have a valid letter of offer of enrolment from another provider.

When a request for release is refused, the student will be provided with a written response stating the reason for the refusal.

The student will be given advice in writing that they may access the student complaints and appeals process within 20 working days as detailed in the Student Handbook if they seek a review.

Procedure

Procedures for current IIB students transferring to another provider prior to completing 6 months of their principal course

IIB will only allow a current overseas student to transfer to another provider prior to completing 6 months of their principal course if the following steps are followed:

1. Student must make a written request (e-mail is satisfactory) to the PEO, or their delegate to transfer from IIB.
2. The student must pay the non-refundable processing fee of \$250.00 whether the application is approved or not.
3. While their application is being considered, students must continue to attend all scheduled classes of their course until they have been notified of the outcome of their application.
4. The student provides a valid offer of enrolment from the new institution.
5. While IIB is under no obligation to release a student prior to completion of six months of study in their principal course, with the valid offer of enrolment, the College will assess the circumstances surrounding the transfer request (see policy above).



6. If the circumstances are deemed sufficient, and in accordance with policy, 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 determine if they need to obtain a new visa.
7. If any of the information received regarding the transfer request is unclear, the PEO, or their delegate will need to interview the student and gain a fuller understanding of the circumstances.
8. When a student transfers to another registered provider, IIB is required to inform the Department of Home Affairs via the PRISMS system on the date the release is effective unless otherwise requested in the application.
9. If a release is not granted, the student will be notified in writing of the reasons for the decision. The student is advised that he/she is able to lodge an appeal against IIB's decision within 20 working days of the date of the decision and in accordance with IIB's *Complaints and Appeals Policy and Procedure*.
10. IIB will not finalise the student's refusal status if applicable in PRISMS until the appeal finds in favour of the College, 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.
11. All transfer requests must be recorded on PRISMS regardless of whether they are approved or rejected. We can only record all approved transfer because we have to do it in the course variation feature, once we click course variation its automatic approval of the transfer there is no rejected button
12. All requests, considerations, decisions and copies of letters of release should be placed in the student's file.
13. The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the refund policy independent of this policy.
14. IIB 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.

Students applying to transfer to IIB from other education providers

1. IIB will not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of the principal course of study except where:
 - the original registered provider has released the student via PRISMS;
 - the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
 - the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing their principal course.
2. When the Conditional Letter of Offer is issued to a student that has been with their previous registered provider for a period of less than six months of their principal course, IIB Admissions will advise the applicant that they will need to provide the appropriate documentation (for example, release on PRISMS from their previous registered provider; evidence that their original



provider has ceased to operate or has a sanction imposed on it; or written support from a government sponsor) before a CoE can be issued.

3. IIB Admissions will not create a new CoE via PRISMS and will advise applicant that a CoE not be issued until the releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS.

Timeframe for assessing and replying to a transfer request

IIB will decide regarding accepting or refusing a transfer request within 10 working days of receiving a written request. In situations where students are eligible for a Letter of Release, IIB will provide such a letter within 10 working days of receiving a written request.

Retention of Requests

IIB Institute will ensure that records of all requests from overseas students for a release, the assessment of, and the decision regarding, the request for two years after the overseas student ceases to be an accepted student.

Pro-forma and supporting documents

- Complaints and Appeals Policy and Procedure
- Monitoring Course Progress Policy and Procedure
- Compassionate and Compelling Circumstances Policy
- Fees, Charges and Refund Policy



Appendix 1

National Code Standard 7

Overseas student transfers

- 7.1 Registered providers must not knowingly enrol an overseas student seeking to transfer from another registered provider's course prior to the overseas student completing six months of his or her principal course (or for the school sector, until after the first six months of the first registered school sector course), except where any of the following apply:
- 7.1.1 the releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered
 - 7.1.2 the releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that registered provider
 - 7.1.3 the releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS
 - 7.1.4 any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change.
- 7.2 For the purposes of Standard 7.1.3, the registered provider must have and implement a documented policy and process for assessing overseas student transfer requests prior to the overseas student completing six months of their principal course (or for the school sector, until after the first six months of the first registered school sector course). The policy must be made available to staff and overseas students, and outline:
- 7.2.1 the steps for an overseas student to lodge a written request to transfer, including that they must provide a valid enrolment offer from another registered provider
 - 7.2.2 circumstances in which the registered provider will grant the transfer request because the transfer is in the overseas student's best interests, including but not limited to where the registered provider has assessed that:
 - 7.2.2.1 the overseas student 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 the overseas student in



- accordance with Standard 8 (Overseas student visa requirements)
- 7.2.2.2 there is evidence of compassionate or compelling circumstances
- 7.2.2.3 the registered provider fails to deliver the course as outlined in the written agreement
- 7.2.2.4 there is evidence that the overseas student's reasonable expectations about their current course are not being met
- 7.2.2.5 there is evidence that the overseas student was misled by the registered provider or an education or migration agent regarding the registered provider or its course and the course is therefore unsuitable to their needs and/or study objectives
- 7.2.2.6 an appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.
- 7.2.3 the circumstances which the registered provider considers as reasonable grounds to refuse the transfer
- 7.2.4 a reasonable timeframe for assessing and replying to the overseas student's transfer request having regard to the restriction period.
- 7.3 If the overseas student is under 18 years of age:
 - 7.3.1 the registered provider must have written confirmation the overseas student's parent or legal guardian supports the transfer
 - 7.3.2 where the overseas student is not being cared for in Australia by a parent or suitable nominated relative, the receiving provider must confirm it accepts responsibility for approving the student's accommodation, support and general welfare arrangements in accordance with Standard 5 (Younger overseas students).
- 7.4 If a release is granted, it must be at no cost to the overseas student and the releasing registered provider must advise the overseas student to contact Immigration to seek advice on whether a new student visa is required.
- 7.5 If the registered provider intends to refuse the transfer request, they must inform the overseas student in writing of:
 - 7.5.1 the reasons for the refusal
 - 7.5.2 the overseas student's right to access the provider's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.
- 7.6 The registered provider must 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.

- 7.7 The registered provider must 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.



Appendix 2

HOW TO MANAGE STUDENT TRANSFERS IN PRISMS- In my opinion Processing course variation in PRISM must be done by a staff who went through an examination before they can have access to PRISM....it would be safe not to include this guide to avoid incorrect interpretation

 From 1 January 2018, releases under Standard 7 of the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) must be recorded in PRISMS by the releasing provider.

Providers have the ability to record releases and the refusal of releases in PRISMS for any of their **transfer restricted enrolments** in a student's visa **transfer restriction period**. When a provider releases a student from their **transfer restricted** enrolment, it allows a new provider to enrol the student without breaching Standard 7.

View your **transfer restricted** enrolments

Step 1: Search for Student

- Locate the student you wish to view.
- For instructions on how to search for a Student please refer to section 4.27 of the Provider user guide.

Step 2: View the Student's Enrolments

- Once the student has been located proceed to the '**CoE(s)**' tab.
- On the CoE listing, you will find a '**Release**' column and a '**TransferRestricted**' column.
- **Transfer restricted enrolments** will have a 'Y' against the corresponding column.
- Enrolments no longer restricted due to a 'release' being recorded in the system will have a 'Y' against the 'Release' column.



- recommendation to release the overseas student.
- There is evidence that the overseas student’s reasonable expectations about their current course are not being met.
 - The overseas student will be reported because they are unable to achieve the satisfactory course progress at the level they are studying, even after engaging with that registered provider’s intervention strategy to assist the overseas student in accordance with Standard 8 (Overseas student visa requirements).
 - The registered provider fails to deliver the course as outlined in the written agreement.
 - There is evidence that the overseas student was misled by the registered provider or an education or migration agent regarding the registered provider or its course and the course is therefore unsuitable to the overseas student’s needs and/or study objectives.
 - Other. Comments will be required.
- Click ‘Save’. This will complete the release process.

Student Release

Student [REDACTED] CoE Code [REDACTED]

* Select if you are granting or refusing a student release

* Release Type

* Date of Effect

Provider Name/Provider Code of written offer (optional)

* Reason

- There is evidence of compassionate or compelling circumstances
- An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student
- There is evidence that the overseas student’s reasonable expectations about their current course are not being met
- The overseas student 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 the overseas student in accordance with Standard 8 (Overseas student visa requirements)
- The registered provider fails to deliver the course as outlined in the written agreement
- There is evidence that the overseas student was misled by the registered provider or an education or migration agent regarding the registered provider or its course and the course is therefore unsuitable to their needs and/or study objectives
- Other

Figure 2 Releasing a student under 7.1.3 of the National Code – Provider agreed to the student’s release



Student Release

Student: [REDACTED]

CoE Code: [REDACTED]

* Select if you are granting or refusing a student release: Grant Student Release

* Release Type: Government sponsor has provided written support

* Date of Effect: 15/12/2017

Provider Name/Provider Code of written offer (optional):

Save Cancel

Figure 3 Releasing a student under 7.1.4 of the National Code – Government sponsor has provided written support of the change.



Refuse a student's transfer request

Step 1: Search for CoE/Student

- Locate the **transfer restricted** CoE.
- For instruction on how to search for a CoE please refer to section 4.27 of the Provider user guide.

Step 2: Record the release refusal

- Once the CoE has been located proceed to the 'Course Variation/Defaults' tab.
- Select 'Student Release' button which will navigate you to the Student Release screen.
- Select 'Refuse Student Release' when asked to 'Select if you are granting or refusing a student release'.
- Enter the Date of Effect (Please note: This should not be a future date) Provide comments on why you are refusing the release.
- Check that you have issued the student with the required written notice of intention to refuse the release, and that the appeals process has found 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 has withdrawn from the appeals process.
- Click 'Save'. This will complete the refusal to release process.

Grant or refuse the release of a student enrolment through the Student Course Variation (SCV) process

After terminating a **transfer restricted** enrolment period through a student course variation with one of the following reasons, you will be given the option to grant or refuse the release of the enrolment:

- Student Did NOT Commence Course
- Unsatisfactory attendance
- Student Left Provider (Transferred to course at another provider)
- Unsatisfactory course progress
- Deferring/Suspending student enrolment – Compassionate or compelling circumstances (*only if the CoE is cancelled and new CoE isn't created*)
- Student Notified Cessation of Studies/Enrolment Cancelled
- Non-payment of fees



- Disciplinary reasons
- Deferring/suspending student enrolment – student misbehaviour (*only if the CoE is cancelled and new CoE isn't created*)

You will be given the option to grant or refuse the release on the Student Course Variation screen. Clicking on the link will navigate you to the Student Release screen. Record the release or release refusal will be as described above.



Figure 4 Option given to grant or refuse a student release after completing an SCV process



Appendix A

Standard 7 Summary of Changes 1 January 2018

Under Standard 7 of the current National Code, providers must not knowingly enrol an overseas student seeking to transfer from another registered provider's course prior to the student completing six months of their **principal course**. This is unless the releasing (original) provider has released the student and recorded the release on PRISMS or other exceptional circumstances apply (i.e. cancellations, sanctions or support of change from government sponsors). There are two main changes to this Standard, introduced with the revised National Code 2018, effective as of 1 January 2018.

The first of these changes is a reduced '**restricted transfer**' period for School students, which ends after completing 6 months of their first School course (Kindergarten Studies, Primary School Studies, Junior Secondary Studies, Senior Secondary Studies), rather than 6 months of their principal course. This ensures that these students don't have to commit to taking a particular direction in their studying future so early in their pathway.

The second change to Standard 7 is the letter of release: the release will have to be recorded in PRISMS before a provider allows a student to transfer. This change allows regulators to know which students have been released by their providers, and conversely the providers who are transferring students without the required releases.

Concurrent Enrolments

- ❗ As part of the March 2020 release, the system rules concerning providers creating or approving concurrent enrolments in PRISMS within the **transfer restricted** period have changed. New providers can't approve CoEs in a **restriction period** as 'Concurrent' where there are **transfer restricted** CoEs that have been cancelled. This is considered a transfer and students will need to seek a release from any transfer restricted courses.

Principal Course

The principal course of study is first determined at visa grant for a student. Where the visa grant is for one enrolment, then that enrolment becomes the principal course of study.

Otherwise, if the visa is granted for a package of more than one enrolment, the principal course of study is the highest AQF qualification. If there is more than one



enrolment at the highest AQF level, then the principal course of study is the enrolment with the earliest proposed start date or the longest duration of a course.

The student's principal course of study can be changed after visa grant. This can only be done by recording the change through a Student Course Variation (SCV); the new CoE created as part of the SCV will become the new principal course of study.

Restricted Transfer Period

The student's restricted transfer period starts from visa grant and ends 6 months from their principal course start date, 6 months from their first schools course start date, or when the visa is cancelled or ceased, whichever comes first.

The restricted transfer period changes with the principal course start date. As an example, if the principal course is postponed by a month, then the principal course start date is also extended by a month. Likewise, if the principal course is replaced with a CoE in a different course, then the restriction period also changes, if the new principal course start date is changed.

Transfer Restricted Enrolments

When a visa is granted for a student, the enrolments for which the visa is granted will be **'transfer restricted' enrolments**.

Transfer restrictions can be transferred between the enrolments of the visa pathway providers. Where a **transfer restricted** enrolment is changed (through an SCV), then the restriction is moved from the old enrolment to the new enrolment. This does not apply for course extensions, which technically are new enrolments in PRISMS.

Where the visa pathway providers create any new enrolments, or extend a course through an SCV, for the student under the same visa, those enrolments also become **transfer restricted**.

Transfer restrictions on CoEs can be removed by providers. When a provider chooses to 'release' a **transfer restricted** CoE, then the CoE is no longer **transfer restricted**. Reasons a provider may want to release an enrolment are if the provider agrees to the student's transfer request (National Code 7.1.3) or the student's government sponsor has provided written support for the transfer (National Code 7.1.4).

Providers are able to release their restricted transfer enrolments from the CoE 'Course Variation/Defaults' tab by clicking on 'Student Release'.

Alternatively, providers can elect to release an enrolment when terminating one through an SCV for one of the following reasons:



- Student Did NOT Commence Course
- Unsatisfactory attendance
- Student Left Provider (Transferred to course at another provider)
- Unsatisfactory course progress
- Deferring/Suspending student enrolment – Compassionate or compelling circumstances *(only if CoE is cancelled and new CoE isn't created)* -
- Student Notified Cessation of Studies/Enrolment Cancelled
- Non-payment of fees
- Disciplinary reasons
- Deferring/suspending student enrolment – student misbehaviour *(only if CoE is cancelled and new CoE isn't created)*

Student course variations for the following reasons will not give providers the option to release the enrolment:

- Change to CoE/Student Details
- Student Completed Course (Early)
- No longer holding student visa
- Student deceased
- Extension to same course
- Change to different sector
- Same sector, different course – gap created at start or end of course
- Same sector, different course – gap created at the end
- Same sector, same or different course – none of the above

Transfer restrictions can also be removed automatically. If the student's visa is ceased or cancelled, or provider or course is cancelled or suspended, then all the transfer restrictions on the CoEs related to the visa are removed.



Appendix B

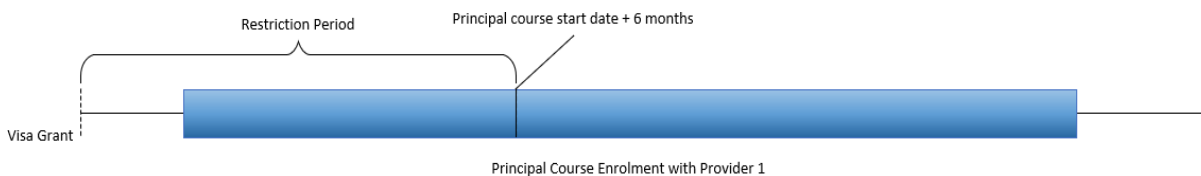
Standard 7 Scenarios

A provider should not enrol an overseas student prior to them completing six months of their principal course (or until the first six months of the first registered school sector course), except where:

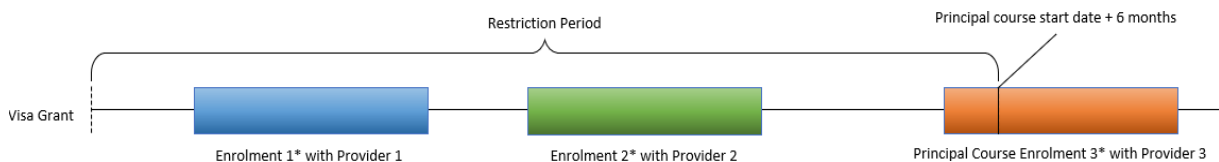
- The releasing provider has ceased to be registered
- The releasing provider has had a sanction imposed on its registration that prevents the student from continuing their studies
- The releasing registered provider has agreed to release the student and recorded the date of effect and reason for release in PRISMS
- Any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change

1. What is the principal course and the restriction period?

Scenario 1 – Provider has one enrolment



Scenario 2 – Provider has multiple enrolments



**non-schools course*

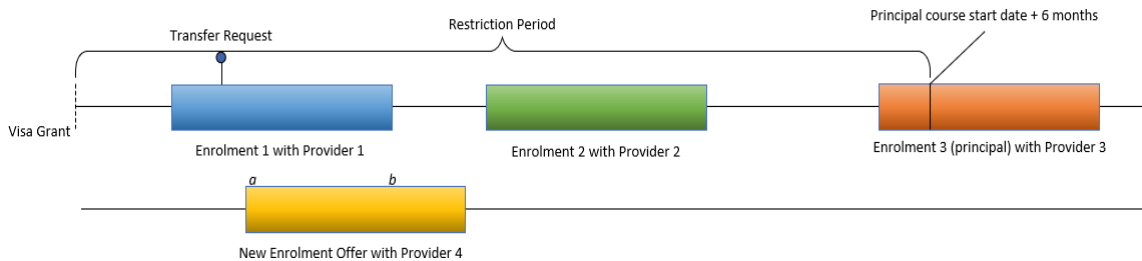
The restriction period starts from the visa grant to 6 months after the start date of principal course, or the first schools course, whichever comes first.



Note the restriction period changes with the principal course. i.e. if the principal course start is postponed, the transfer restriction period gets extended.

2. Transfers to other providers within restricted transfer period. Who is the releasing provider?

Scenario 3 – New enrolment clashes with one transfer restricted enrolment



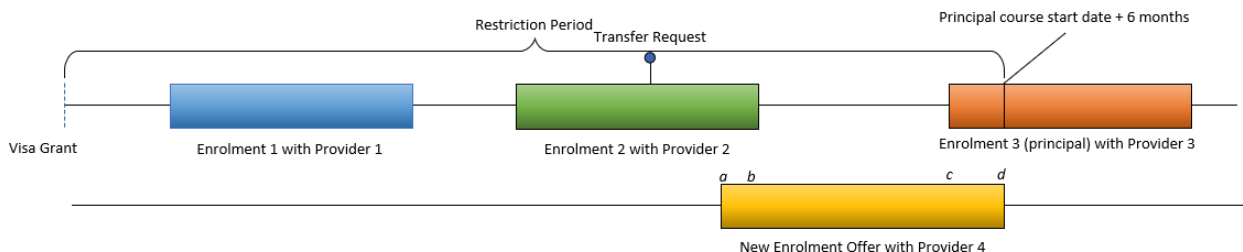
The student is initially enrolled in Enrolments 1, 2 and 3. All these enrolments are **transfer restricted**; Enrolment 3 is the principal course.

While studying with Provider 1, the student then requests to transfer to study with Provider 4 within their restricted transfer period.

Points *a* to *b* of the new enrolment with Provider 4 clashes with Enrolment 1. Provider 1 needs to release the student from Enrolment 1 to study with Provider 4.

As the new enrolment does not clash with any of the other **transfer restricted enrolments** within the student's restricted transfer period, the student does not need any other releases. The student is expected to go on to study Enrolments 2 and 3.

Scenario 4 – New enrolment clashes with multiple **restricted** enrolments



The student is initially enrolled in Enrolments 1, 2 and 3. All these enrolments are **transfer restricted**; Enrolment 3 is the principal course.

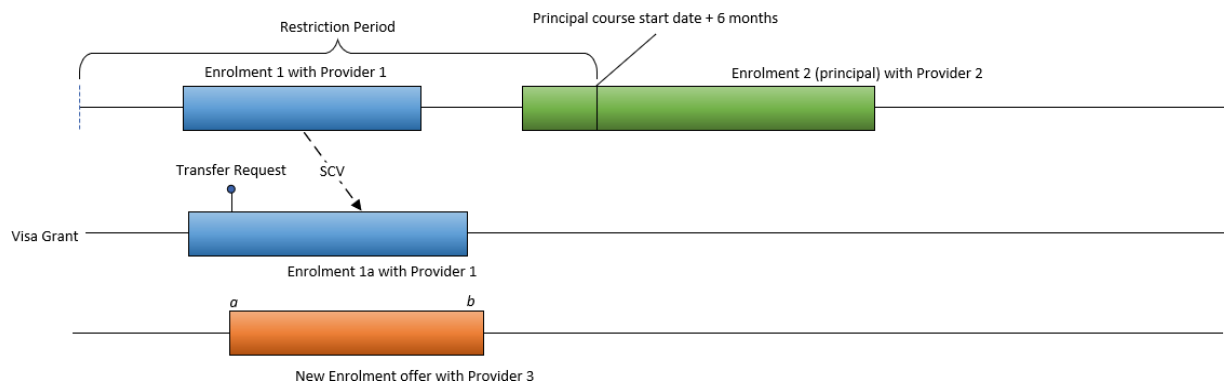


After completing study with Provider 1, and studying with Provider 2, the student then requests to transfer to study with Provider 4 within their **transfer restricted** period.

Points *a* to *b* of the new enrolment clashes with Enrolment 2. Points *c* to *d* clashes with the restricted portion of Enrolment 3 (i.e. from Enrolment 3 start date to the transfer restriction period end date). Provider 2 needs to release the student from Enrolment 2, and Provider 3 needs to release the student from Enrolment 3 for the student to study with Provider 4.

3. Changes to visa pathway CoEs. Which CoE does the student need release from?

Scenario 5 – Visa Pathway provider changes enrolment prior to student transferring



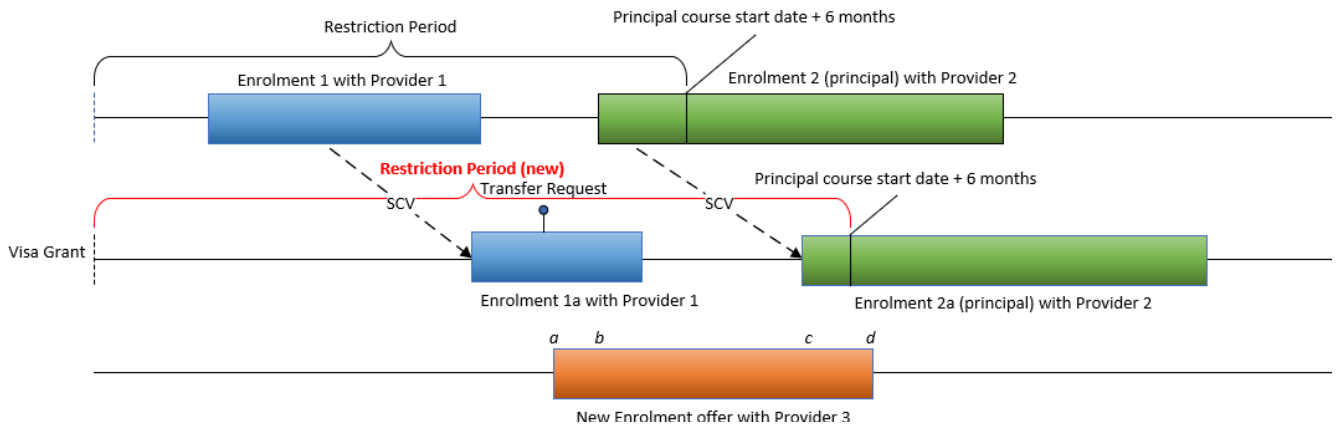
The student is initially enrolled in Enrolments 1 and 2. Both enrolments are **transfer restricted**, with Enrolment 2 being the principal course.

Provider 1 changes Enrolment 1 with the student to Enrolment 1a. Enrolment 1a now becomes the **transfer restricted enrolment** with Provider 1. Enrolment 1 is no longer **transfer restricted**.

The student then wishes to transfer to Provider 3 within their **transfer restricted** period. Points *a* to *b* of the new enrolment clashes with Enrolment 1a. Provider 1 needs to release the student from Enrolment 1a for the student to study with Provider 3.



Scenario 6 – Visa pathway providers change enrolments prior to student transfer



The student is initially enrolled in Enrolment 1 and Enrolment 2. Both enrolments are **transfer restricted**; Enrolment 2 is also the principal course.

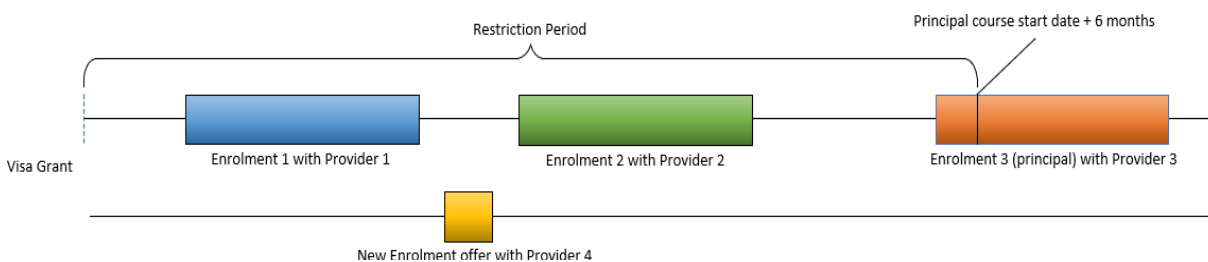
Provider 1 changes Enrolment 1 to Enrolment 1a, which overlaps with Principal Course Enrolment 2. Provider 2 therefore changes Enrolment 2 through an SCV to Enrolment 2a, which starts at a later date. Enrolments 1a and 2a are the new **transfer restricted** enrolments; 2a is also the new Principal Course.

While studying at Enrolment 1a the student wishes to transfer to Provider 3. Points *a* to *b* of the new enrolment clashes with Enrolment 1a and points *c* and *d* clashes with 2a.

Provider 1 needs to release Enrolment 1a and Provider 2 needs to release Enrolment 2a for the student to study with Provider 3.

4. How can providers approve enrolments without a release (and exceptional circumstances under Standard 7 do not apply)?

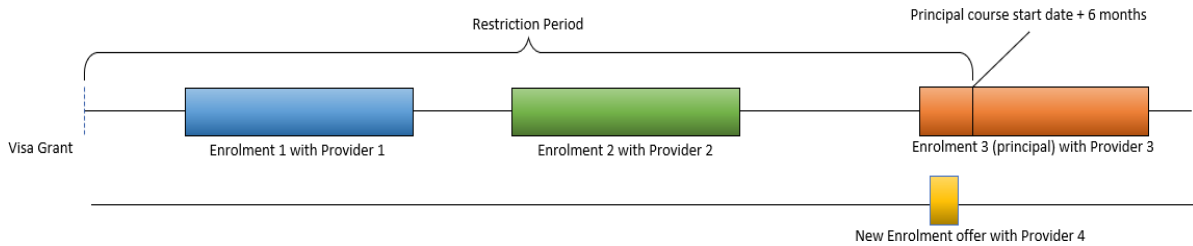
Scenario 7 – No clashes





Where a new enrolment with a new provider does not clash with any **transfer restricted** enrolments within the student’s restricted transfer period, the provider will not trigger the Standard 7 Warning, and this will not require a release.

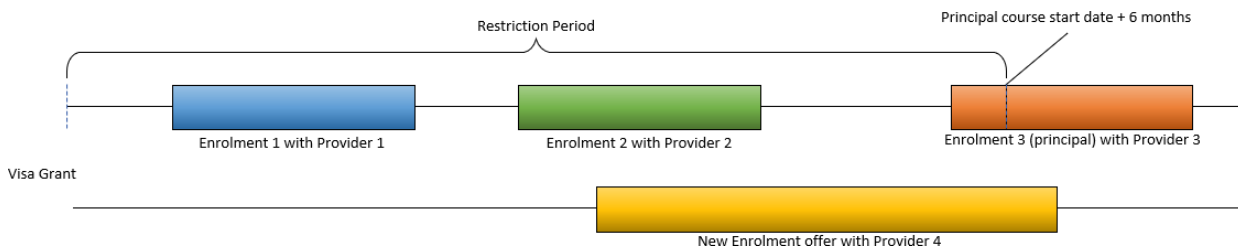
Scenario 8 – Short/Holiday Course



Where a short/holiday course does clash with **transfer restricted** enrolments within a student’s restriction period, triggering the Standard 7 Warning, so long as the **transfer restricted** enrolment isn’t cancelled, the provider can indicate that the course is being undertaken during the holiday period/s of the **transfer restricted** enrolments. Releases will not be required in these scenarios.

Where a short/holiday course does clash with a transfer restricted enrolment that has been **cancelled**, the student will need to obtain a release from the cancelled enrolment before the short/holiday course can be approved.

Scenario 9 – Concurrent enrolments



Provider 4 can also indicate when they trigger the Standard 7 Warning that an enrolment that clashes with **transfer restricted** enrolments is not a transfer but will be studied concurrently with those enrolments. Releases are not required in this scenario.

If there are any cancelled enrolments within the restriction period, they will still require a release in PRISMS.