



---

## CRICOS-POL-007 — Transfer Between Providers Policy

**Document reference:** CRICOS-POL-007 **Version:** 1.1 **Effective date:** 1 April 2026 **Review date:** April 2027 **Policy owner:** CRICOS Manager **National Code 2018 standard:** 7 **Access:** PUBLIC

---

### 1. Purpose

This policy establishes how Australian Leading Institute of Technology ALIT 45156 manages requests from overseas students to transfer to another registered provider and how we handle requests from students at other providers seeking to transfer to us, in accordance with National Code 2018 Standard 7 and the ESOS Act 2000.

### 2. The transfer restriction

Under Standard 7 of the National Code 2018, overseas students who have not yet completed 6 months of their principal course at ALIT 45156 are restricted from transferring to another provider without our written agreement (a letter of release).

This restriction exists to protect students from unscrupulous providers or agents who may encourage unnecessary transfers. It does not prevent transfers where genuine grounds exist.

### 3. Transfers out — student requests a letter of release

#### 3.1 When we must grant a letter of release

ALIT 45156 must grant a letter of release (and must not withhold it unreasonably) where the student demonstrates one of the following:

- ALIT 45156 is unable to deliver the course as agreed
- Continued enrolment at ALIT 45156 would cause the student to experience significant hardship (as defined below)
- The student has had a change of circumstances that makes transfer genuinely in their best interests
- The receiving provider has been assessed by the student as better suited to their needs

#### Circumstances that constitute significant hardship or compassionate grounds include:

- Serious illness or injury affecting the student's ability to continue
- Traumatic experience (e.g. death of a family member, assault)
- Family violence
- The course content does not meet the student's genuine study needs and an equivalent course is not available at ALIT 45156
- Genuine academic mismatch where the student would be better served by a different provider

#### 3.2 Process for student-initiated transfer request

1. Student submits a written transfer request to the CRICOS Manager, including reasons and any supporting documentation
2. The CRICOS Manager assesses the request within 10 business days
3. The student is notified in writing of the decision and the reasons
4. If approved: a letter of release is provided within 5 business days of the approval decision
5. If declined: the student is notified of the reasons and their right to appeal under GOV-POL-003
6. The student is advised of the visa implications of any transfer and recommended to seek migration advice
7. The outcome is recorded in PRISMS and the student's file

#### 3.3 Where we decline a transfer request

We decline a transfer only where:

- The student has not demonstrated genuine grounds for transfer, and
- Continued enrolment at ALIT 45156 does not cause the student significant hardship

We never decline a transfer to penalise the student, protect our own enrolment numbers, or delay the process unreasonably.

#### 3.4 Appeals



Where a student disagrees with our decision to decline a transfer, they may appeal under GOV-POL-003. They may also contact the Overseas Student Ombudsman: [oso.gov.au](http://oso.gov.au) | 1300 362 072.

#### **4. Transfers out — after 6 months of principal course**

After a student has completed 6 months of their principal course at ALIT 45156, the transfer restriction no longer applies. The student may transfer to another provider without requiring our written agreement. We update PRISMS to reflect the cancellation of the student's CoE and advise the student of the visa implications.

#### **5. Transfers in — students transferring to ALIT 45156**

Where a student wishes to transfer from another CRICOS provider to ALIT 45156 before completing 6 months of their principal course at that provider, the student must provide us with:

- A letter of release from their current provider, or
- Evidence that their current provider has had their registration cancelled, or
- Evidence of compassionate or compelling circumstances that justify the transfer without a letter of release

ALIT 45156 does not enrol a transferring student without confirming that one of the above conditions is met. We do not encourage or facilitate transfers that may disadvantage the student or violate Standard 7. For transfers where the student has completed 6 months of their principal course at the previous provider, no letter of release is required.

#### **6. PRISMS and CoE**

Where a transfer is approved (in or out), the CRICOS Manager updates PRISMS within the required timeframe. For transfers out, the student's CoE is cancelled. For transfers in, a new CoE is issued after the written agreement is signed and conditions are met.

#### **7. Student advice**

All students considering a transfer are advised:

- Of the potential visa implications (visa conditions may be affected)
- To seek advice from a registered migration agent before proceeding
- Of the Overseas Student Ombudsman if they have concerns about the process

#### **8. Related documents**

- CRICOS-POL-001 Overseas Student Enrolment Policy
- CRICOS-POL-003 Deferral, Suspension & Cancellation Policy
- CRICOS-REG-001 PRISMS Data Management Register
- CRICOS-REG-003 DSC Register
- GOV-POL-003 Complaints & Appeals Policy