

## International Student Release Process

<b>Document Owner</b>	Chief Executive Officer		
<b>Responsible Officer</b>	Director of Studies – Admissions Manager		
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2.0	Chief Executive Officer	Fabio Mejia	September 3 2024

### 1. Purpose

This document describes the process ACBI uses to assess release requests from its international students. A Release request is required for International Student Visa holders who are seeking to transfer to another education provider prior to the completion of the first six months of their principal course.

This document is in accordance with [Standard 7 of the National Code 2018](#) which outlines the requirements for registered education providers to have a process for assessing overseas student transfer requests.

Students should be aware that a decision to transfer to another provider can have visa implications and should refer to the Department of Home Affairs for advice in an event in which a new student visa is required.

### 2. Definitions

**AQF Level:** Australian Qualifications Framework Level. Detailed information can be accessed [here](#).

**CoE:** Confirmation of Enrolment (electronic document supplied by provider via PRISMS as evidence of the student’s enrolment in a registered course).

**Course Commencement Date:** The start date on the student’s CoE for their principal course.

**International Student:** a student who is not a domestic student and who holds a student visa and is protected by the Education Services for Overseas Students Act 2000 legislative framework.

**Principal Course:** The highest AQF level qualification attached to the student’s visa.

**PRISMS:** Provider Registration and International Student Management System (Australian government’s database used by providers to issue and manage CoEs)

**Six Months:** Six calendar months from the start date on the CoE of the student’s principal course.

Australian College of Business Intelligence Pty. Ltd. trading as Australian College of Business Intelligence.

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### 3. Submitting a Release Request

To submit a formal Release request student must complete ACBI's *Student Release Request* form at this [link](#) which is also available on the ACBI website under the [Forms, Policies & Procedures section](#).

Submission of the Release Request form does not guarantee a grant of release and any approval for release is subject to assessment. The decision to release a student is only granted under a limited number of circumstances outlined in the following section.

Until an outcome is provided by ACBI, students must ensure they remain enrolled in their course, attend classes and submit assessments, and do not process any payment to the new proposed provider.

### 4. Required Documentation

To ensure timely processing of the Release Request students seeking to transfer to another provider must attach the following documents to their request:

- An unconditional offer letter from another CRICOS-registered provider for a course at the same AQF level or higher.
  - A conditional offer letter is acceptable where the only condition is requiring a release from ACBI.
- Relevant documentary evidence supporting the student's reasons for Release.

### 5. Circumstances for approving a Release Request

- There is evidence of compassionate or compelling circumstances.
- There is evidence that the student was misled by their appointed representative regarding the course or the College.
- There is evidence that it is in the student's best interests to study with another provider.
- An appeal (internal or external) results in a decision or recommendation to grant a release.

### 6. Circumstances under which a Release will not be granted

- The student has not given the course for which he/she was originally enrolled a reasonable period of time to see if it meets his/her needs.
- The student wishes to enrol in another course/provider to be with family or friends.
- The student wishes to enrol with another provider because they are cheaper.
- The transfer is considered detrimental to the student's education or welfare.
- The student does not have a valid Letter of Offer and/or Confirmation of Enrolment from another provider.
- The student has intentionally chosen to not participate in the College's intervention strategy in order to receive a release letter
- The student has an outstanding debt to the College for costs or tuition fees.

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- The College is concerned that the student’s decision to apply for transfer is formulated based on an adverse influence of another party

## 7. Delivery of Outcome

Release requests will be processed and an outcome provided within ten (10) working days from the day the request is submitted.

There are **no fees** associated with Release requests, however, a student’s Release request will be denied if the applicant has any outstanding debt to ACBI. Debts include all tuition and non-tuition fees.

The outcome of the Release request will be recorded in PRISMS per the aforementioned [Standard 7 of the National Code](#). ACBI does not provide physical Release letters but will confirm the outcome of the request via email and, if approved, attach a copy of the student’s cancelled CoE.

### Document History:

Version	Date	Author	Reason	Sections
1.0	27/02/15		Original policy created	All
1.1	27/05/15		CRICOS audit rectification, monitoring agents updated	
1.2	31/01/18		Revised based on changes on National Code	
1.3	30/05/18		Revised Policies	
2.0	31/05/2024	Sam Hartley (Admissions Manager)	Updated to reflect ACBI’s current process and procedure for assessing International Student Visa holder Release requests.	All

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