

Document ID:	REFERENCE ENR 3.4 R1:- Outcome Confirmation - Request for Transfer Prior to Completing Six Months of Principal Course
Responsibility:	Managing Director
Version No:	1
Issue date:	29/6/07



[date]

[student name]

[student ID]

[address]

Dear [name]:

I am writing to confirm that I have considered your request for a transfer to another registered CRICOS provider.

You have been advised that you are currently studying your principal course with ACN and are within the first six months of this course.

As defined by the National Code 2007, students are, in the main, not eligible to transfer to another provider within the first six months of their principal course except in circumstances where it may be to the student's detriment.

Having considered the basis of your request for transfer (copy of your completed FORM STS 4.2.1. F2:- Request for Transfer Within First Six Months of Principal Course attached), I am advising that:

(ACN staff: copy / paste ONE) into the body of the document

ONE

Your request for transfer has been declined because it is not deemed to be on the basis of reasonable grounds for a transfer as defined by our ENR 3.4 Student Transfer Request Assessment Policy. Your request falls into one of the following categories which are deemed **reasonable grounds to decline a student request for transfer prior to completing the first six months of the principal course of study:**

1. The transfer may jeopardise the student's progression through a package of courses;
2. Student has a change of mind;
3. Student has not passed internal or external assessments in the first 8 months of a package of courses;
4. Student expresses difficulty with course material but has not availed themselves of the Academic Skills Unit services
5. Student has been warned for non-attendance;
6. Student is experiencing Homestay or other accommodation problems;
7. Student is experiencing course schedule conflict with personal, work, or other non-study commitments;
8. Student is experiencing adjustment difficulties moving to Australia;
9. ACN forms the view that the student is trying to avoid being reported to DIAC for failure to meet the provider's attendance or academic progress requirements.
10. ACN believes that the course detailed in the letter of offer for the other provider will not provide adequate preparation for further study – e.g. the other Provider's course does not articulate into the Principal Course.
- 11.

Or TWO



Australian Campus Network Pty Ltd
ABN 85 092 792 133

Courses conducted on
behalf of La Trobe University

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Registered Provider: La Trobe University -
CRICOS Provider No. 02218K (NSW)



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Your request for transfer has been approved because it is deemed to be on the basis of acceptable grounds for a transfer as defined by our ENR 3.4 Student Transfer Request Assessment Policy. You must receive a Release Letter from the Manager, Admissions.

Please note that you have 10 days in which to lodge an appeal of this decision. Please refer to our STS 4.2. Grievance Policy, ENR 3.4 Student Transfer Request Assessment policy, and FORM ENR 3.4.1 F1 - Appeal of Declined Transfer Request for further information. All policies are available at www.auscampus.net

Sincerely,

Ms. Lee Kennedy-Davidson
Manager, Admissions
02 9397 7600

cc Student's File
MAZE notes

Attached: Student's completed FORM STS 4.2.1. F2:- Request for Transfer Within First Six Months of Principal Course



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