



Australian Hair & Beauty College Pty Ltd  
PO Box 516 Bondi Junction NSW 1355  
Level 1 & 2, Royal Arcade  
175-181 Oxford Street  
Bondi Junction NSW 2022  
P: (02) 9389 0771 F: (02) 9389 0538  
[www.hairbeautyaustralia.com.au](http://www.hairbeautyaustralia.com.au)  
[info@ahbc.com.au](mailto:info@ahbc.com.au)

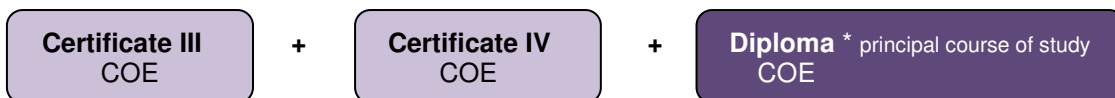
## ATTN: AHBC Potential Students

### Transfer between registered providers

AHBC assesses request from students for a transfer between registered providers prior to the student completing six months of the principal course of study in accordance with its procedures. AHBC will release students where the students request is accompanied by an enrolment offer from another Registered Training Organization conditional upon the request and not being a detriment to the student.

AHBC will notify the student of their responsibility to contact DIAC regarding student visa's as a new student visa may be required for changing courses.

\*Please note, if you are enrolled in a two year vocational course leading to a Diploma and you have been issued with individual COEs at your current RTO, you will need a release letter since your six months Diploma course is considered your principal course of study.



\*Please check with your current provider.

### Enrolling students who have not completed 6 months of their principal course of study.

AHBC will **not knowingly** enroll students wishing to transfer before they have completed 6 months of their principal course of study except where:

- The original registered provider has ceased to be registered or the course in which the students is enrolled has ceased to be registered
- The original registered provider has provided a written letter of release
- The original registered provider has a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course
- Or any government sponsor of the student considers the change to be in the students best interest and has provided written support for that change

PRISMS will notify AHBC if a student has not yet completed six months of study of their principal course of study, this will assist AHBC of complying with Standard 7 of the National Code.

## **AHBC student transfer policy and procedure**

AHBC will require a written request to be released from his/her studies. The request must be accompanied by a genuine letter of offer from another Registered Training Organization. The request must include the students own reasons for requesting the Transfer. Outstanding fees must be paid up to date. The assessment on the request will be made within 3 working days. If granted the letter of release will be signed by the Principal or General Manager and given to the student.

The letter will state that the student should contact DIAC regarding their visa status and possible complications of changing provider in a different sector. For example from a VET course to Higher Education would normally require a change of visa. AHBC supports international students as consumers and respects their right to exercise their freedom of choice.

AHBC will issue the student with a notification of request for cancellation received on the instance when they lodge the request to comply with its policy of responding in three working days.

### **Not granting a release letter**

AHBC will not grant a letter of release if the student has outstanding fees due according to their payment plan. AHBC will consider not granting a letter of release if the student has not had a valid offer from another RTO or where AHBC feels it would be detrimental to the student's future. A letter is issued to the student explaining the reasons for not granting the release.

The decision to refuse the transfer does not remove the student's right to access AHBC complaints and appeals process and procedures as further in Standard 8 of the National Code 2007

Information for visas can be found at [www.immi.gov.au](http://www.immi.gov.au)

### **Issuing a letter of release**

AHBC does not request payment for a release letter. AHBC will always advise students to contact DIAC regarding any implications changing provider might have on their student visas.

### **Written reasons regarding refusing a request for release**

AHBC will in most circumstances grant students letters of release as:

1. AHBC view students as consumers and they have a right to exercise choice
2. AHBC believes that students should be happy and supports students choice and decisions