

# TRANSFER BETWEEN REGISTERED PROVIDERS POLICY

Reference: POL-047  
Status:  
Classification: Board  
Approved Date:  
Review Date: Dec 2025  
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<b>Purpose</b>	This policy outlines the circumstances in which BPP Institute will consider an international student's request to transfer between registered providers in compliance with the <i>Education Services for Overseas Students Act 2000</i> (ESOS Act) and the <i>National Code of Practice for Providers of Education and Training Services to Overseas Students 2018</i> .
<b>Scope</b>	This policy applies to prospective and current international students studying in Australia on a student visa, and seeking to transfer between registered providers.
<b>Policy Principles</b>	<p>Students who have completed more than six months of their principal course are not required to seek permission to transfer between registered providers. Any requests for transfer either to or from BPP Institute should take into consideration the best interest of the student.</p> <p><b>Transferring to BPP Institute</b></p> <p>BPP Institute will not knowingly enroll a student seeking to transfer from another registered provider's course prior to the student completing six months of their principal course of study except where any of the following apply:</p> <ul style="list-style-type: none"><li>• The releasing registered provider, or course in which the student is enrolled, has ceased to be registered;</li><li>• The releasing registered provider has had a sanction imposed on its registration by the ESOS agency preventing the student from continuing their principal course at that registered provider;</li><li>• The releasing registered provider has agreed to release the student and the date of effect and reason is recorded on PRISMS;</li><li>• Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.</li></ul> <p>1.1</p> <p><b>Transferring from BPP Institute</b></p> <p>The Transfer Between Registered Providers Procedure stipulates:</p> <ul style="list-style-type: none"><li>• the circumstances in which a transfer from BPP Institute to another provider will be granted.</li><li>• the grounds upon which a request for transfer may be refused (including situations where such a transfer may be detrimental to the student).</li></ul>

**NOTE:** Printouts of policy documents must be compared to the master copy on the Intranet to determine whether they are up to date.  
CRICOS Provider No. 01718J

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	<ul style="list-style-type: none"> <li>An expected timeframe within which an assessment will be made and a response provided to the student (in writing)</li> </ul> <p>The grounds on which a release may be granted</p>
<b>Related Documents</b>	<p>Admissions Policy                      Admissions Procedure                      Deferring, Suspending or Cancelling International Student’s Enrolment Policy                      Deferring, Suspending or Cancelling International Student’s Enrolment Procedure                      Education Agents Policy                      Education Agents Procedure                      Fees, Charges and Refunds Policy                      Fees, Charges and Refunds Procedure                      Letter of Release Application                      Student Complaints and Appeals Policy                      Student Complaints and Appeals Procedure                      Transfer Between Registered Providers Procedure                      Withdrawal Application</p>
<b><i>For Administrative Use Only</i></b>	
<b>Responsible Officer</b>	Chief Executive Officer
<b>Contact Officer/s</b>	Director of Admissions
<b>Approved by</b>	Board of Directors
<b>Definitions</b>	See <a href="#">BPP Institute’s Glossary of Terms and Acronyms</a>

<b><i>Version History</i></b>		
<b>Version No.</b>	<b>Approval Date</b>	<b>Amendment/s</b>
1.	May 2025	First iteration <ul style="list-style-type: none"> <li>For BPP Institute</li> </ul>

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