

CRICOS Overseas Student Transfer Policy

Provider	The Bright College RTO 45752 CRICOS 03945D
Campus	Level 2, 440 William Street, Perth WA 6000
Policy version	3.1
Regulatory review	15 September 2026
Applies to	Overseas students on student visas / CRICOS operations
Policy owner	CEO / Academic Manager
Next review	15 September 2027

Regulatory framework

- National Vocational Education and Training Regulator Act 2011 (Cth).
- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 (effective for RTOs from 1 July 2025).
- Education Services for Overseas Students Act 2000 (Cth) (ESOS Act).
- Education Services for Overseas Students Regulations 2019 (current compilation).
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (current compilation F2026C00148, including the 2026 education-agent commission amendment).
- Migration Act 1958 (Cth) and Migration Regulations 1994 (Cth), where student visa or welfare arrangements are relevant.

Compliance note: New policy added through the 2026 compliance gap review/cross-check. It must be approved and implemented with supporting forms, staff instructions and registers before publication.

1. Purpose

To assess requests to transfer between registered providers in accordance with National Code Standard 7 and to ensure the College does not knowingly recruit or enrol a student contrary to transfer restrictions.

2. Incoming students

- Before enrolling an overseas student who has not completed six calendar months of their principal course with another provider, Admissions must establish that a Standard 7 exception applies, including an approved release or another lawful circumstance.
- The College and its education agents must not actively recruit in a way that conflicts with Standard 7.
- The 2026 education-agent commission restriction must also be checked separately before any commission is approved.

3. Outgoing transfer requests

- A student requesting release before completing six months of the principal course must submit a written request and a valid offer from another registered provider.

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- The College will grant a transfer where it is in the student's best interests under the circumstances required by Standard 7, including relevant compassionate/compelling circumstances, course-delivery failures, or demonstrated mismatch after support/intervention where applicable.
- The College may refuse where the request does not meet the policy criteria and the transfer is not assessed as being in the student's best interests, provided the decision is reasonable and evidence-based.
- A release, when granted, is provided at no cost.

4. Refusal and appeals

If a transfer is refused, the College will give written reasons and advise the student of the right to access complaints and appeals within 20 working days. The refusal status must not be finalised in PRISMS until the appeal conditions in Standard 7 are satisfied.

5. Under-18 welfare transfers

Where the student is under 18 and welfare is approved by a provider, transfer dates and welfare responsibility must be coordinated so there is no gap in approved arrangements.

6. Records

The College will retain transfer requests, evidence, assessment and decisions for at least 2 years after the student ceases to be an accepted student, or longer where another applicable record-retention requirement applies.

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