



# Overseas Student Transfer Policy

Policy and Procedure Document

**WEG-POL-TRF-001 | Version 2026.v01**

**Effective: 17 March 2026 | Review: 17 March 2027**

✓ ACTIVE — CURRENT

**Applicable Standards:** National Code 2018 Standard 7 (Transfers Between Registered Providers) | ESOS Act 2000 | January 2026 ESOS Amendment (commission ban for onshore transfers)



## Document Control

<b>Document Title</b>	Overseas Student Transfer Policy	<b>Document Code</b>	WEG-POL-TRF-001
<b>Version</b>	2026.v01	<b>Status</b>	✓ Active — Current
<b>Effective Date</b>	17 March 2026	<b>Review Date</b>	17 March 2027
<b>Document Owner</b>	RTO Manager	<b>Approved By</b>	Abhay Kumar, Director of Operations
<b>Audience</b>	(S&T;) Students and Staff	<b>Confidentiality</b>	Public
<b>Applicable Standards</b>	NC 2018 Std 7   ESOS Act 2000	<b>Applies To</b>	All international students enrolled in CRICOS-registered courses at Wyatt Education Group

## Version History

Version	Date	Author	Changes	Approved By
2026.v01	17 March 2026	Abhay Kumar	Initial release — aligned to National Code 2018 and 2025 ASQA Outcome Standards.	Abhay Kumar, Director of Operations

*Wyatt Education Group acknowledges the Traditional Owners and Custodians of Country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the Elders past, present and emerging.*

## 1. Purpose

This policy governs the transfer of international students between Wyatt Education Group and other registered CRICOS providers, in accordance with **National Code 2018 Standard 7**. It sets out the circumstances under which a transfer will be approved or refused, the process for assessing transfer requests, and the rights of students throughout.

## 2. Six-Month Restriction

**National Code 2018, Standard 7 — Six-Month Rule:** Wyatt Education Group will not release an international student to transfer to another provider within the first **6 months of commencing their principal course**, unless one of the legislated exceptions in Section 3 below applies. This restriction exists to protect students from unscrupulous recruitment practices and to ensure course completion outcomes.

The 6-month restriction applies from the date of commencement of the student's principal course of study (i.e. the first CRICOS-registered course enrolled at Wyatt). Package courses count from the start of the principal course, not any pre-requisite.

## 3. Exceptions — When Transfer Will Be Approved

Wyatt Education Group will approve a transfer request within the first 6 months, or at any time after 6 months, where one or more of the following circumstances apply:

Exception	Evidence Required
<b>Wyatt Education Group is unable to deliver the course as outlined in the Written Agreement</b>	Written confirmation from Wyatt that course delivery cannot proceed as agreed.
<b>The course no longer leads to the registered outcome on CRICOS</b>	Evidence that the CRICOS registration or course outcome has changed.
<b>Genuine student welfare concerns — the student's physical or mental health, or safety, would be at risk if the student remained enrolled</b>	Medical certificate, support worker report, police report, or statutory declaration from a welfare professional.
<b>The receiving provider and Wyatt have mutually agreed to the transfer</b>	Written agreement between both providers confirming the transfer arrangement.
<b>More than 6 months have elapsed since principal course commencement</b>	Enrolment records confirming commencement date.

## 4. Transfer Request Process

- 1 Student submits written request** to the RTO Manager, outlining the reason for the transfer and providing supporting documentation.
- 2 Acknowledgement within 2 business days** — Wyatt confirms receipt and advises the student of the assessment timeframe.
- 3 Assessment within 10 business days** — the RTO Manager assesses the request against this policy, the student's welfare, and the exception grounds.
- 4 Written decision issued** — student notified in writing with reasons. If refused, the student is advised of their right to appeal.
- 5 If approved** — Wyatt issues a letter of release to the student within 2 business days of the decision. PRISMS is updated accordingly.
- 6 If refused** — the student may lodge an appeal under WEG-POL-CAP-001. Enrolment is maintained during the appeal. The student may also access the Overseas Students Ombudsman at no cost.

## 5. Receiving Students from Another Provider

Where Wyatt Education Group seeks to enrol a student who is transferring from another CRICOS provider within the first 6 months of that student's principal course commencement, Wyatt will:

- Assess whether the student meets Wyatt's entry requirements independently
- Obtain written confirmation that the releasing provider has approved the transfer, or that an exception ground applies
- Not enrol the student without a letter of release from the previous provider (unless a welfare exception applies)
- Ensure the student's CoE is issued through PRISMS before commencement

## 6. Education Agent Commission — January 2026 Amendment

**ESOS Amendment — January 2026:** Following amendments to the ESOS framework that took effect in **January 2026**, education agents are **prohibited from receiving commission or any financial benefit** for facilitating the onshore transfer of an international student from one provider to another. Wyatt Education Group will not pay, and will not direct any third party to pay, commission to an education agent in connection with an onshore student transfer. Any agent found to have received such commission will have their agreement with Wyatt reviewed and may be terminated.

## 7. Student Protections

Wyatt Education Group guarantees the following protections to all students regarding transfers:

- Students will **not be disadvantaged** in their studies or penalised for requesting a transfer
- Students will **not be coerced** or pressured into transferring by Wyatt staff or agents
- Transfer decisions will be made **in the best interests of the student**
- Students have access to the **internal appeals process** and the **Overseas Students Ombudsman** at no cost
- All transfer-related communications and records will be treated with **strict confidentiality**

## 8. Related Documents

Document	Code	Purpose
Complaints and Appeals Policy	WEG-POL-CAP-001	Appeal rights for refused transfer decisions.
Deferral, Suspension & Cancellation Policy	WEG-POL-DSC-001	Alternative to transfer in some circumstances.
Refund Policy	WEG-POL-REF-001	Fee refund on approved transfer/withdrawal.
Student Support Policy	WEG-POL-SSP-001	Welfare assessment for welfare-based exceptions.

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