

## **Policy:**

### 3 POLICY

3.1 In accordance with the National Code 2018, Trinity College requires all Pathways School students who wish to transfer to another Australian education provider, prior to the completion of 6 months of their principal course of study, to apply for release.

3.2 Students do not require a release in the following circumstances:

a) They have completed more than 6 months of the principal course

b) a p S 6 0 . - 8

## 4 ASSESSMENT OF RELEASE APPLICATIONS

- 4.1 An application for release will not be approved unless a valid letter of offer from a CRICOS registered education provider is submitted with the application.
- 4.2 Trinity College will assess Trinity College will assess and provide an outcome to the applicant and approve the release in PRISMS within 10 business days of the submission of a complete application.
- 4.3 Where an application for release is approved, the decision notice must direct the student to contact the Department of Home Affairs (HA) to clarify whether a new visa is required.
- 4.4 Students will not be charged a fee for approval of release from their studies at Trinity College.
- 4.5 Where Trinity intends to deny the application for release, the student must be given written notice of:
  - The reasons for the refusal and
  - Their rights to access the complaints and appeals process within 20 working days from the notice of intention to refuse the application.
- 4.6 Trinity College will not .7 (e,)4.4 ( )22.1 (t)4.4 (h)2S

- There is evidence that the student's reasonable expectations about the course are not being met
  - The student was misled by Trinity College, or an education or migration agent regarding Trinity College or its programs and the program is therefore unsuitable for the student's needs and/or study goals
  - An appeal (internal or external) on another matter has resulted in a recommendation to release the student
  - The student is financially sponsored by their government and the sponsor considers the change to be in their interest and has provided written support of the change.
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