

Department	Vocational Education & Training	
Quality Controlled Document No. & Title	ESOS_9.5	Internal Course Transfer Application
Version	1.0	
RTO Standards 2025 ESOS National Code 2018 ELICOS Standards 2018	Standards 2.1 – 2.4 Standards 2, 8, 9 and 12 N/A	



Author	Consulting Compliance Specialist	
Approved	CEO	
Authorised	Management	
Distribution	Internal	Administration Students
	External	National Regulator

1.0 Changing Course with the Same Provider

This policy and procedure applies to overseas students who may wish to apply to change to a different course, offered by St Peter Institute. This is permitted subject to the student:

- 1.1 Meeting any *internal academic or admission requirements* of the new course; and
- 1.2 Complying with any *student visa conditions* about course level or duration, such as the new course being at the same or higher AQF level. Should the new course be at a lower AQF level, then a new visa may be required.

Note: This policy, procedure and application form do not apply where a student intends to transfer to another provider.

2.0 Reporting via PRISMS (ESOS Act Obligations)

- 2.1 When a transfer or a change of course duration, due to course credit or shortened course, occurs after visa grant, St Peter Institute must report this via PRISMS within 14 days, as required under section 19 of the ESOS Act.

3.0 Visa Considerations

Changing courses may affect a student's visa. The student must:

- 3.1 Maintain full-time enrolment in a registered CRICOS course;
- 3.2 Comply with visa conditions around course level and duration;
- 3.3 Apply for a new visa if the new course is lower level or requires longer stay.
- 3.4 Students will be advised to contact Department of Home Affairs or check VEVO conditions before proceeding.

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Internal Course Transfer Application Form

1. Student Full Name	
2. Student ID	

3. Details of Current Course(s) for which you have a student visa

Course Code & Title	
Course Start Date	
Course End Date	

Course Code & Title	
Course Start Date	
Course End Date	

Course Code & Title	
Course Start Date	
Course End Date	

4. Your reason(s) for wanting to change your current course(s)

5. Details of new course(s) in which you wish to enrol

Course Code & Title	
Course Start Date	
Course End Date	

Course Code & Title	
Course Start Date	
Course End Date	

Course Code & Title	
Course Start Date	
Course End Date	

Student Signature: _____

Date: _____