

<p style="text-align: center;">Sydney College of Divinity Policy governing Transfer between Registered Providers</p>

The Sydney College of Divinity will only admit into a registered course an overseas student who has completed another relevant course if the SCD is satisfied that the student:-

- had demonstrated a commitment to study in the previous course and
- had paid all fees required for the previous course.

The SCD requests permission from the prospective student to seek information regarding their commitment and payment history from the student's previous educational institution. If the SCD is satisfied with the responses received, the student will be admitted into the respective course.

In the case of an overseas student who has not completed their previous course, admission into a registered course will only be finalised if this student can produce a letter of release from the previous registered provider.

The SCD will provide a letter of release to a student who has provided a letter from another registered provider confirming that a valid enrolment offer has been made to the student.

If the SCD provides a letter of release, there will be no cost to the student and it will include advice to the student to contact DIAC to seek advice on whether a new student visa is required.

The SCD will not provide a letter of release if the student does not have a letter from another registered provider confirming a valid enrolment offer has been made to the student. In this case the student will be given a letter setting out the reason for such refusal and informing the student of his or her right to appeal the SCD's decision, in accordance with Standard 8 of the National Code 2007.

The SCD will maintain records of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the student's file.