

POL-ENR-12 Overseas Student Change of Course Policy

GOVERNANCE

Department of Home Affairs <https://immi.homeaffairs.gov.au/change-in-situation/study-situation>

PURPOSE

This policy assists Overseas and Overseas onshore students to understand the requirements to undertake course changes within Ironwood Institute.

DEFINITIONS

AQF means the Australian Qualification Framework

DoHA means the Department of Home Affairs

ImmiAccount means the digitised platform for Australian visa applications and the online gateway through which students can access online visa services from anywhere in the world.

Overseas Student means a student who chooses to undertake all or part of their tertiary education in a country other than their own and move to that country for the purpose of studying.

SCOPE

This policy applies to all Students who are Overseas Students and who have commenced study with Ironwood Institute.

POLICY STATEMENT

Students holding a Student visa (subclass 500)

- a) If a student already has a visa and wants to change their course to a lower AQF level course at Ironwood Institute, the student **will need a new student visa**.
- b) The student doesn't need to apply for a new visa if they are studying at the same or higher AQF level.
- c) For example
 - The student will need to apply for and be granted a new visa if they are studying the AMP80215 Graduate Diploma of Agribusiness (AQF Level 8) at Ironwood Institute and wish to transfer to a AHC50416 Diploma of Horticulture (AQF Level 5).
 - The student will need to apply for and be granted a new visa if they are studying a AHC50416 Diploma of Horticulture (AQF level 5) at Ironwood Institute and want to transfer to the AHC30716 Certificate III in Horticulture course (AQF level 3).
 - The student studying a non-AQF course at Ironwood Institute and wants to transfer to an AQF course, they would **not need** to apply for a new student visa.

- d) If the student changes their courses, Ironwood Institute will advise the Department of Home Affairs (DoHA). The student does not need to send a form to DoHA or update their [ImmiAccount](#).

Students holding a Student visa (subclass 570 – 576)

- a) The student will need to apply for a new Student Visa (subclass 500) if they want to change to a course that is in a different education sector to their current course. For example, changing from an ELICOS course to a Diploma course.
- b) If the visa was granted under streamlined visa processing (SVP), the student must continue to satisfy the requirements for the grant of the visa.
- c) DoHA could consider cancelling the visa if the student seeks to transfer to a different education provider who was not an eligible education provider (before 1 July 2016) if:
- it is within the first 12 months of the student visa being granted, or
 - the student is not from a country that was Assessment Level 1 before 1 July 2016

RESPONSIBILITIES

- CEO/Delegate – for overall authority
- CEO/Delegate – for compliance
- Student Support Officer – for implementation, monitoring, and evaluation

RELATED LEGISLATION AND REGULATIONS

- <https://immi.homeaffairs.gov.au/change-in-situation/study-situation>
- Education Services for Overseas Students Regulations 2001
- Education Services for Overseas Students Act 2000
- Australian Qualification Framework (AQF) and its Policies