# International Student Transfer Guidelines

## 1 Purpose

These guidelines establish a transparent, fair, and compliant framework for international student transfers between institutions. They ensure compliance with EQA 4.2.7, the International Education Code of Practice (IECP), and other relevant regulatory requirements set by the Private Training Institutions Branch (PTIB).

## 2 Scope

These guidelines apply to:

- International students seeking to transfer from one institution to another.
- Education institutions designated under EQA in British Columbia.
- Transfers between Designated Learning Institutions (DLIs) in compliance with IRCC study permit conditions.

## 3 General Transfer Principles

3.1 Institutions must ensure that international student transfers support academic integrity, student success, and compliance with regulatory requirements.

3.2 Transfers should not be used to circumvent compliance obligations related to DLI caps, academic progression, or financial commitments.

3.3 Institutions must provide accurate and transparent information regarding transfer conditions, policies, and financial implications to students before enrollment.

## 4 Eligibility for Transfer

An international student may request a transfer if they meet one of the following conditions:

4.1 Completion of at least one academic session (e.g., semester, quarter, or term) at their current institution.

4.2 Completion of at least 25% of a career college program unless one of the following exceptions applies:

4.2.1 The sending institution (releasing institution) has lost its EQA designation.

4.2.2 The receiving institution (accepting institution) verifies with the releasing institution that the student is currently enrolled, attending, and not on academic suspension.

4.2.3 The student completes the DLI Student Transfer process on the IRCC portal, and the receiving institution confirms the transfer.

# 5 Transfer Request Process

5.1 Student Initiates Request

5.1.1 Submit a formal Transfer Request Form to the current institution.

5.1.2 Provide reasons for transfer (e.g., program misalignment, relocation, financial hardship, institution closure).

5.1.3 Attach required documents (e.g., proof of enrollment, academic records, financial clearance).

5.2 Releasing Institution Review

5.2.1 Review the request within 10 business days.

5.2.2 Determine eligibility based on the institution's academic and financial policies.

5.2.3 Issue a Transfer Confirmation Letter if approved.

5.2.4 If denied, provide written reasons within the same timeline.

5.3 Accepting Institution Review

5.3.1 Verify that the student meets the admission and program requirements.

5.3.2 Ensure compliance with DLI Student Transfer processes.

5.3.3 Provide an Official Letter of Acceptance (LOA) for study permit updates.

5.4 IRCC Update Requirement

5.4.1 The student must update their DLI number in the IRCC study permit system.

5.4.2 The accepting institution must report the student's enrollment to the relevant authorities.

# 6 Financial and Tuition Refund Policies

6.1 Institutions must clearly communicate refund policies and financial implications before approving transfers.

6.2 Refund calculations must comply with:

6.2.1 Private Training Regulation (B.C. Reg. 153/2016)

6.2.2 Fees and Student Tuition Protection Fund Regulation (B.C. Reg. 140/2016)

6.3 Institutions may apply administrative fees for processing transfer requests.

6.4 Students transferring due to institution closure or loss of EQA designation may be eligible for tuition protection fund claims.

# 7 7. Responsibilities of Institutions

7.1 Releasing Institutions must:

7.1.1 Provide transparent academic and financial records.

7.1.2 Facilitate smooth transition for students.

7.1.3 Comply with PTIB reporting requirements.

7.2 Accepting Institutions must:

7.2.1 Verify student records before issuing an LOA.

7.2.2 Provide orientation and support services to ensure a smooth transition.

7.2.3 Maintain compliance with EQA and PTIB enrollment management standards.

# 8 8. Compliance and Monitoring

8.1 Institutions must retain all transfer records for at least five years for auditing purposes.

8.2 The Ministry of Post-Secondary Education and Future Skills may request institutional transfer records for compliance verification.

8.3 Non-compliance may result in sanctions, including loss of EQA designation or penalties under PTIB regulations.

Approval & Effective Date

Approved by: [Board Chair]
Effective Date: [Date]
Review Date: [Date]

## APPROVAL AND REVIEW DETAILS

| Approval and Review | Details |
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