

INTERNATIONAL STUDENTS TRANSFER POLICY

Next review date: January 2019

Last reviewed: February 2018

By: Head of Boarding in consultation with ISC

International students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course/s packaged with their principal course of study and for the school-based sector, a transfer cannot happen until after the first six months of the first registered school sector course has been completed.

Exceptions to this restriction are:

1. if the student's course or school has become unregistered;
2. the school has a government sanction imposed on its registration preventing the student continuing;
3. a government sponsor (if applicable) considers a transfer to be in the student's best interests and provides written support for the change; and/or
4. if the student is granted a letter of release and has recorded the date of effect and reason for release in PRISMS.

Overseas students can transfer without needing a release or meeting one of the above conditions after completing six calendar months of their first registered school course.

Students can apply for a letter of release to enable them to transfer to another education provider. However, if a student has not completed the first six months of the principal course of study or is under the age of 18, conditions apply.

St Mary's Anglican Girls' School will only provide a letter of release to students before the completion of the first six months of their principal course when:

1. the student has changed welfare and accommodation arrangements and living with their parent or legal guardian is no longer within a reasonable travelling time of the School; or
2. it has been agreed by the School that the student would be better placed in a course that is not available at St Mary's Anglican Girls' School; or
3. any other reason specified in the policies of St Mary's Anglican Girls' School.

For a letter of release to be provided, the students under the age of 18 MUST also have:

1. Written evidence that the student's parents and/or legal guardians support the transfer, and
2. Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements where the student is not living with a parent/legal guardian or a suitable nominated relative, and
3. Evidence that the student is always in DIAC approved welfare and accommodation arrangements.

St Mary's Anglican Girls' School will NOT provide a letter of release to students before completing the first six months of their principal course in the following circumstances:

1. The student's progress is likely to be academically disadvantaged, or
2. St Mary's Anglican Girls' School is concerned that the student's application to transfer is a consequence of the adverse influence of another party, or
3. The student has not had sufficient time to settle into their new environment in order to make an informed decision about transfer, or
4. The student has not accessed school support services which may assist with adjusting to their new environment, including both academic support and School Psychological Services for pastoral support, or
5. School fees have not been paid for the current study period.

To apply for a letter of release, the international student will need to first obtain a letter of offer from the receiving provider and then submit the request to transfer providers in writing to the School Principal.

St Mary's will assess each individual request for transfer on its own merits.

The transfer will be accepted if it is assessed that the transfer is in the best interest of the international student, including but not limited to:

1. The international student is unable to meet a satisfactory standard within their course of study even with support and intervention from the School.
2. There is evidence of compassionate or compelling reasons for a transfer to occur.
3. There is evidence that the course as outlined in the written agreement is not being provided.
4. There is evidence that the student was misled by St Mary's Anglican Girls' School or an education or migration agent regarding the course and it is unsuitable to their needs or study objectives.

Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration and Border Protection office as soon as possible to discuss any implications. The address of the nearest office can be located via the following website
<http://www.homeaffairs.gov.au/about/contact/offices-locations/australia>

It is a requirement that letters of release, whether provided by St Mary's Anglican Girls' School or by another registered provider, give details about whether the student has demonstrated a commitment to their studies during the course, had a good attendance record and paid all fees for the course.

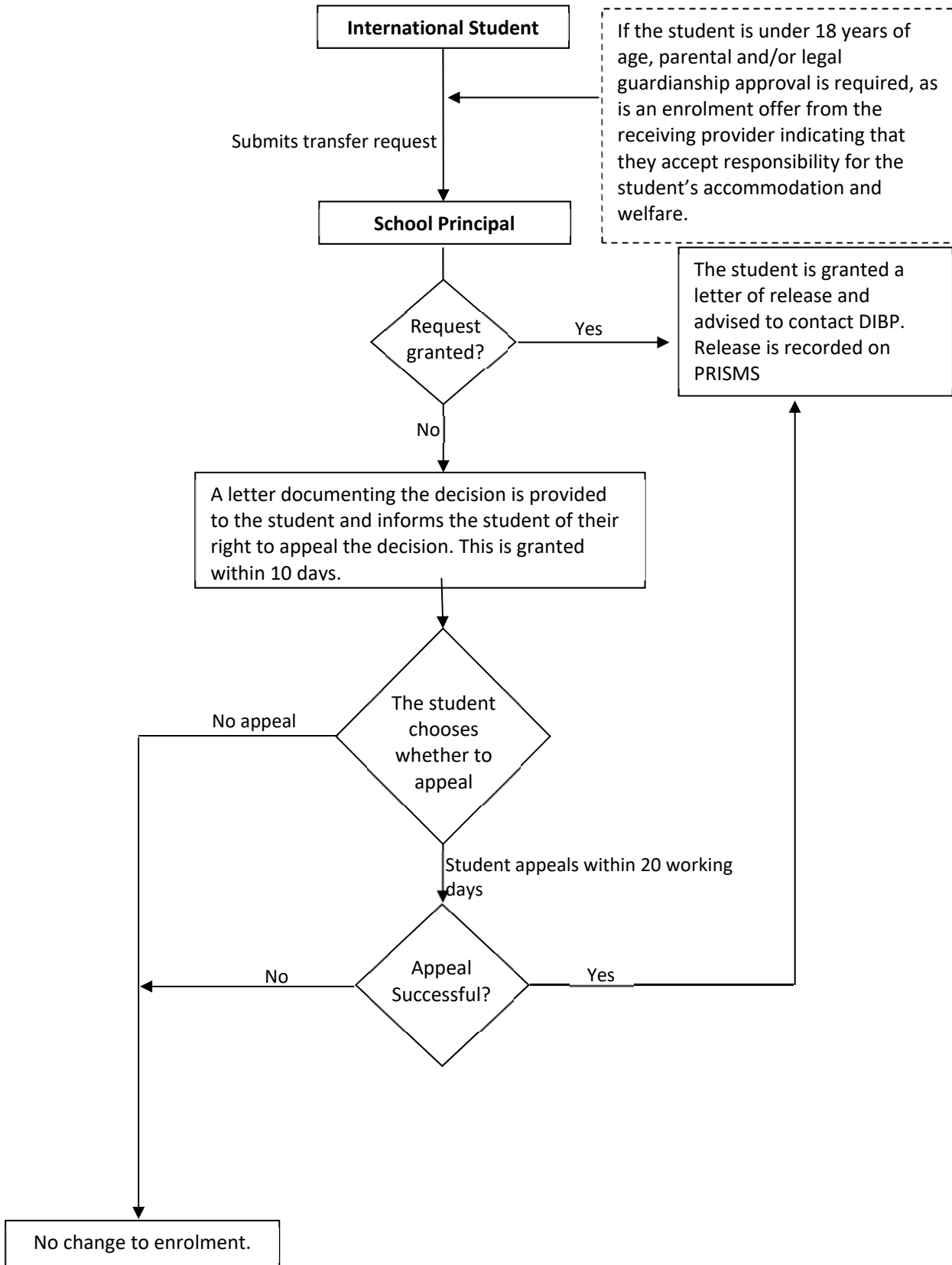
All applications for transfer will be considered within 10 working days and the applicant notified of the decision in writing.

A student whose request for transfer has been refused may appeal the decision in accordance with the St Mary's Anglican Girls' School Complaints and Appeals Procedures. This appeal must be made within 20 working days from the date of the refusal letter.

All records of requests for transfers from international students will be kept on record at the School for a period of two years after the international student ceases to be an accepted student at St Mary's Anglican Girls' School.

All transfer requests outcomes will be recorded in the Provider Registration International Student Management System (PRISMS)

Transfer Request Flow Chart



Student Transfer Request

If the student is younger than 18 years of age, the student's parents (or legal guardians) must provide permission for the transfer.

Student's full name:	Parents' names:
Student's address in home country:	Parents' address:
Student's email address:	Parents' email address:
Student's telephone number/s:	Parents' telephone numbers:

Please explain why you wish to transfer to another institution.

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Please attach: A letter of offer from the institution where you will continue your studies. If you are under 18 years of age and not living with a parent or approved guardian, the letter of offer must state that the institution will accept responsibility for approving your accommodation and general welfare arrangements.

Signature (student):	Signature (parent/guardian, if applicable):
Date:	Date: