

Student Transfer Request Policy

Policies and Procedures | Kormilda College Ltd | CRICOS 00971D

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PURPOSE

This policy outlines how the school manages overseas student requests for transfer between registered providers.

Document Management

RELEVANT TO

All Staff | All Overseas Students | All Parents/Guardians of Overseas Students

REVIEWED BY

Head of Senior School | Principal

MODIFICATION HISTORY

Created February 2016

RELATED DOCUMENTS

Deferment, Suspension and Cancellation Policy (Overseas Students)

Education Agents Policy (Overseas Students)

Refund Policy (Overseas Students)

Welfare and Accommodation Policy (Overseas Students)

RELATED LEGISLATION

Commonwealth Education Services for Overseas Students Act, 2000 NSW Consumer Law Act, 2013

Commonwealth Competition and Consumer Act, 2010

Education Services for Overseas Students (ESOS) Act 2000 and Regulations 2001

REVIEW

The Policy is to be reviewed every three years or in the event of any information or incident that would warrant a review (including legislative or organisational change)

Student Transfer Request Policy

The Independent Schools Council of Australia (SCA) represents the interests of the independent school sector at the federal level. The following is based on the policy of ISCA at www.isca.edu.au:

- 1. Overseas students are restricted from transferring between registered providers prior to completing six (6) months of her principal course of study. The restriction applies to any course/s packaged with the principal course of study except:**
 - (a) If the student's course or school becomes unregistered;
 - (b) A government sponsor (where applicable) considers a transfer to be in the best interests of the student;
 - (c) If the student is granted a Letter of Release.

- 2. A student must request a Letter of Release (at no charge) to enable them to transfer to another education provider.**

- 3. The School, as the principal registered provider, is responsible for assessing a student's request to transfer before completing the first six months of the principal course.**

- 4. The School will only provide a Letter of Release to a student before completing the first six months of the principal course in the circumstances shown below:**
 - » The student has changed his or her welfare and accommodation arrangements and is no longer within a reasonable travelling time from the School;
 - » After discussion with the student's parents/guardian it has been agreed that the student would be better placed in a course not provided at the School;
 - » Any of the reasons stated in the School's policies.

5. Students under 18 years of age must also provide to the Principal:

- » Written evidence that the student's parent/s/legal guardian support the transfer;
- » Written confirmation that the new provider will accept responsibility for approving the student's accommodation and welfare arrangements where the student is not living with a parent/s/legal guardian or suitable nominated relative living in Darwin;
- » Evidence that the student has DIBP new, approved welfare and accommodation arrangements in place.

6. The School will not provide a Letter of Release to a student before completing the first six months of her principal course in the following circumstances:

- » The student's academic progress is likely to be disadvantaged;
- » The School has reasonable concern that the student's application to another provider is a result of adverse influence of another party, including another student;
- » The student has not given sufficient time to settling into his or her new environment in order to make an informed decision to transfer to another provider;
- » The School has provided school support service which may assist in the settling in process and the student has declined to take advantage of these support services, including academic and counselling;
- » School fees have not been paid in full for the current study period.

7. Applying for a Letter of Release

- » In order to apply for a Letter of Release from the School you must first have a Letter of Offer from another registered provider;
- » Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration & Border Protection as soon as possible to discuss any implications. Contact details for the nearest office:
 - Cavenagh Street, Darwin. Telephone 131 881 and student.centre@immi.gov.au.
 - The Letter of Release, whether from this School or another registered provider, must show the reason for transfer and provide evidence demonstrating the student's commitment to studies, attendance record and all fees for the course have been paid;
- » The application to transfer and Letter of Release will be considered within 10 working days and the student notified of the decision;
- » Should your request to transfer be denied you will be advised in writing by the Principal;
- » You may appeal the decision under the School's Complaints and Appeals Policy available in this International Students Policies handbook.