

## Policy

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.

## Student Application for Release

Students can apply for a letter of release to enable them to transfer to another education provider. However, if a student is under 18 years of age, conditions apply. Applications must include:

- A letter from the student outlining the reasons for the transfer request, proposed date of transfer and reason for applying at the new registered course provider;
- Written evidence that the student's parent(s)/legal guardian supports the transfer;
- Valid Enrolment Offer from another registered provider including acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements;
- Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements (in accordance with Standard 5 of the National Code 2018) where the student is not living with a parent/legal guardian or a suitable nominated relative.
- Evidence of any compassionate or compelling circumstances;
- Evidence that the student is always in DHA approved welfare and accommodation arrangements.

## Release by the School

St Peter's Girls' School will only provide a letter of release to students in the first six months of their principal course in the following circumstances:

- a) The student is unable to achieve satisfactory course progress at the level they are studying and have exhausted all support avenues provided in the School's academic intervention strategy;
- b) Where St Peter's Girls' School is unable to deliver the course as outlined in the written agreement;
- c) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the School;
- d) There is evidence that the student's reasonable expectations about their current course are not being met;
- e) There is evidence that the student was misled by St Peter's Girls' School or the Agent regarding the School or the course and the course is therefore unsuitable for the student's needs and/or study objectives;
- f) An internal or external appeal on another matter has resulted in a decision or recommendation to release the student from St Peter's Girls' School;
- g) It has been agreed by the School that the student would be better placed in a course that is not available at St Peter's Girls' School;
- h) Evidence of any compassionate or compelling circumstances including, but not limited to:
  - a. Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
  - b. Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
  - c. Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies;
  - d. Where St Peter's Girls' School was unable to offer a prerequisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol;
  - e. A traumatic experience, which could include:

- i. involvement in, or witnessing a serious accident; or
- ii. witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports).

St Peter's Girls' School will not provide a letter of release to students in the first six months of their principal course in the following circumstances:

- a) The student's progress is likely to be academically disadvantaged;
- b) St Peter's Girls' School is concerned that the student's application to transfer is a consequence of the adverse influence of another party;
- c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer;
- d) The student has not accessed school support services which may assist with adjusting to a new environment, including academic and personal counselling services;
- e) School fees have not been paid for the current study period.

In order to apply for a letter of release, all students must first have a letter of offer from the receiving provider. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs office (telephone 131 881) as soon as possible to discuss any implications.

It is a requirement under South Australian legislation that letters of release, whether provided by this School or by another registered provider, give information about whether the student has demonstrated a commitment to studies during the course, had a good attendance record for the course, and paid all fees for the course.

All applications for transfer will be considered within 7 working days and the applicant notified of the decision. Students whose request for transfer has been refused may appeal the decision in accordance St Peter's Girls' School Complaints and Appeals Policy.

Students whose request for transfer has been refused will be notified in writing of the reasons for refusal and may appeal the decision in accordance with the School's Complaints and Appeals Policy. The Complaints and Appeals Policy is available in the International Student Orientation Handbook.

Transfer request outcomes will be entered into PRISMS at the conclusion of the request process inclusive of any actions taken under the Complaints and Appeals Process. St Peter's Girls will not finalise the student's refusal status in PRISMS until the appeal finds in favour of the School, or the overseas student has chosen not to access the complaints and appeals processes within the 20 working day period, or the overseas student withdraws from the process.

St Peter's Girls' School will not knowingly enrol an overseas student seeking to transfer from another registered provider's course prior to the overseas student completing six months of her principal course unless one of the following conditions apply:

1. the releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered;
2. the releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing her course at that registered provider;
3. the releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS;

4. any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change.

In the event that St Peter's Girls' School enrolls a student already registered at another provider that is also providing welfare arrangements, negotiations must be made regarding the transfer date for welfare arrangements to ensure there is no gap. The student will also be notified of their visa obligation to maintain their current welfare arrangements until the transfer date when the welfare arrangements made by St Peter's Girls will take effect. Alternatively the student can seek to have alternate welfare arrangements approved or return to their home country until the transfer date.

All records regarding transfer requests including requests, assessment of and decision regarding will be kept for a minimum of two years after the overseas student ceases to be an enrolled student.

## Policy Certification

<b>Policy authorised by :</b>	<b>Principal</b>
<b>Responsibility of updating Policy/Procedure:</b>	<b>Business Director</b>
<b>Date policy implemented:</b>	<b>28/01/2014</b>
<b>Date Ratified:</b>	<b>14/01/2014</b>
<b>Date Reviewed/Revised:</b>	<b>7/10/2019</b>
<b>Date for next Review/Revision:</b>	<b>7/10/2021</b>



# Student Transfer Request Assessment Flowchart

