



# St. Andrew's Grammar

St. Andrew's Grammar is a co-educational school and is run under the  
Auspices of the Hellenic Community of WA Inc.

## **POLICY FOR DEALING WITH REQUESTS FROM INTERNATIONAL STUDENTS WHO ARE REGISTERED WITH THE SCHOOL TO TRANSFER TO ANOTHER REGISTERED EDUCATIONAL PROVIDER**

**1.** The School will not knowingly enrol an international student wishing to transfer to the School from another registered educational provider, unless the student has completed **at least six months of the student's principle course of study** at the other registered provider.

The only exceptions to this would be:

(a) if the student's original provider, or the course in which the student was enrolled, has ceased to be registered, or the original provider has had a sanction imposed on its registration by the Australian Government which will prevent the student from continuing their principle course of study.

(b) if the original registered provider has provided the School with a written letter of release for the student.

(c) if a Government sponsor of the student has provided written support for the student to make such a change in the best interests of the student.

**2.** The School would expect any request from an international student for a transfer from the School to another registered educational institution to be provided in writing by the student's parents, and that this request complied with the published School policy on the need for the parents to give the School one term's notice. In the event of this notice not being given, the parents of the student would be made aware that they would be liable for one term's tuition fees.

**3.** Subject to (2) above, the School would not reject an international student's request for a transfer to another registered educational institution, even if the student had not completed the six month period specified in (1) above, but it would advise the student if it felt the change was likely to be detrimental to the student and not in the student's best interests.

**4.** The School will respond to such a request for a transfer to another registered educational institution within two weeks of receiving such a request from a student's parents.

**5.** The School will only provide a letter of release for an international student when

(a) a letter requesting a transfer for the student to another registered educational provider has been received from the international student's parents or guardian.

(b) A letter has been provided by another registered educational provider confirming that a valid enrolment offer has been made by the other provider.

(c) The valid enrolment offer mentioned above also confirms that the provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements, unless the student is staying with their parent or suitable nominated relative.

6. The letter of release will also advise the student of their requirement to contact the Department of Immigration and Border Protection (DIBP) to establish if a new student visa will be required.

7. The School will keep records of all correspondence relating to the request for a letter of release on the student's file.



**Mr Simon Midson**  
**School Principal**