



ST. ANDREW'S GRAMMAR

INTERNATIONAL STUDENTS TRANSFER BETWEEN REGISTERED PROVIDERS POLICY

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ST. ANDREW'S GRAMMAR

International Students Transfer Between Registered Providers Policy

Purpose

To ensure that the School fully complies with the Education Services for Overseas Students Act and the requirements of the National Code of Practice for administering requests from international students holding a student visa seeking to transfer between registered providers.

Policy Statement

Parents of international students seeking to transfer their child from St. Andrew's Grammar to another registered provider prior to completion of the first 6 calendar months of their course must seek approval from the Principal to transfer and obtain a Release letter.

Students seeking to transfer to St. Andrew's Grammar

International students who seek to transfer to St. Andrew's Grammar prior to completion of the first 6 calendar months of their principal course in another school will be issued with a CoE only if:

- The parents of the student provide a Release letter from the existing provider or, if a Government sponsored student, provide written approval for the change from the sponsor; and
- There is written evidence that the student's parent or legal guardian supports the transfer and has put arrangements in place for accommodation, support and general welfare arrangements with a parent, guardian or family member as per the St. Andrew's Grammar Enrolment Policy for international students.

The School will not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study except where:

- The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- The original registered provider has provided a written letter of release;
- The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course;
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

If the student is not seeking to enrol at St. Andrew's Grammar within the first six months of the principal course, all standard enrolment procedures apply.

Students seeking to transfer from St. Andrew's Grammar

The School will issue a Release letter only if:

- A course is academically unsuitable for a student- eg where a student is better suited to a different learning environment or the course does not meet his or her educational or developmental needs or
- Compassionate or compelling reasons for the transfer exist
- The letter of release, if granted, will be issued at no cost to the student .Where a request for a letter of release is refused, the student will be advised in writing of the reasons for the refusal and of the right to appeal the decision. Records of all requests for letters of release, the assessment of the application and decision will be maintained on central file.

Before the Release letter is issued the parents of the student must present a valid letter of offer of enrolment with the receiving provider.

Where a student is under the age of 18, written evidence is required from the student's parent or legal guardian supporting the transfer and that the new provider will accept responsibility for approving a student's accommodation, support and general welfare.

St. Andrew's Grammar will refuse the issue of a Release letter if the transfer would be considered detrimental to the student and the circumstances for approving the grant of a Release letter, including the Enrolment contractual details have not been satisfied. The School will assess and respond to the application within 10 working days.

The School will **not** knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study except where:

- The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- The original registered provider has provided a written letter of release;
- The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course;
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

If the student is not seeking to enrol at St. Andrew's Grammar within the first six months of the principal course, all standard enrolment procedures apply.

Supporting Procedures

Students seeking to withdraw from St. Andrew's Grammar

As per the Enrolment contract, if a student is to be withdrawn from the School, the parents must write to the Principal giving at least one full term of notice. Note that this does not include vacation time.

The following information or supporting documentation must be supplied with the letter of withdrawal:

- A statement of reasons for the Release request;
- A copy of the Offer letter from the new registered provider; and
- The written approval from parent or legal guardian supporting the Release.

The Principal will issue an approval or refusal letter within ten (10) working days.

If the application for a Release letter is refused, the parents may lodge an appeal as per the School's Grievance Policy. The appeal process must commence within 10 working days of the formal lodgement of the appeal and every reasonable effort is taken to finalise the process as soon as practicable.

Students seeking to enroll in St. Andrew's Grammar from another Australian provider

The parents and student must complete and submit an Application for Enrolment and meet with the Principal and/or Head of School for a formal Enrolment Interview before a place of offer may be considered.

If the parents seek to transfer their child within the first six months of the principal course, the School must:

- sight the Release letter issued to the student;
- confirm parental approval for transfer if the student is under the age of 18;
- check PRISMS to determine whether or not a student is currently studying with another provider
- issue a Confirmation of Enrolment (CoE) if release is confirmed and if there is a place available for the student in that particular year cohort and with suitable subjects available.

If the student is not seeking to transfer within the first six months of the principal course, all standard enrolment procedures apply.

Definitions

- ***Compassionate:*** Family, medical or 'well being' reasons for supporting a transfer.
- ***Compelling:*** Circumstances that are involuntary and such that the applicant and his or her immediate family/guardian has little or no alternative.
- ***CRICOS:*** Commonwealth Register of Institutions and Courses for Overseas Students.
- ***Enrolled:*** Where a student has been issued with a CoE to confirm acceptance by the School and is occupying a place in the CRICOS registered course for which the student was accepted and is progressing towards completion of course requirements.
- ***ESOS:*** Education Services for Overseas Students Act 2000 (ESOS Act).
- ***Existing provider:*** Education provider from whom a student is seeking to transfer
- ***Government Sponsored:*** An Australian or foreign Government sponsored student for study in Australia.
- ***Receiving provider:*** The provider with whom the student is intending to enrol.
- ***Release letter:*** A letter authorising a student to be released from one provider so that they are able to enrol with another provider.
- ***Student Visa:*** A visa described in the Migration Regulations 1994 as a Student visa.
- ***Transfer between registered provider:*** An international student who applies to transfer to or from another CRICOS registered provider.