

# Kincoppal - Rose Bay School of the Sacred Heart

## STUDENT TRANSFER REQUEST POLICY (OVERSEAS STUDENTS)



### 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	Director of Students Principal
Modification history	Created March 2015 Substantial Update August 2019
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 (amended 2015) The National Code of Practice for Providers of Education and Training to Overseas Students 2018
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

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 her principal course.
4. The School will only provide a Letter of Release to a student before completing the first six months of her principal course in the circumstances shown below:
  - The student has changed her welfare and accommodation arrangements and is no longer within a reasonable travelling time from the School;
  - After discussion with the student's parents/legal guardian it is 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 Sydney;
  - Evidence that the student has Department of Home Affairs 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 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 course of study
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 Home Affairs as soon as possible to discuss any implications. 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 handbook.