

International Student Transfer Guidelines

Scope

Transfers between registered providers of education and training to overseas students are governed by the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*.

Registered providers are restricted from enrolling transferring students prior to the student completing six months of his or her principal course of study except for the circumstances outlined below. Registered providers, from whom the student is seeking to transfer, are responsible for assessing the student's request to transfer within this restricted period. It is expected that the student's request will be granted where the transfer will not be to the detriment of the student.

Definitions

CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
ESOS	Education Services for Overseas Students
DIAC	Department of Immigration and Citizenship
National Code	National Code of Practice for Registration of Education and Training to Overseas Students

Associated Documents

International Student Transfer and Assessment Policy

The Friends' School International Student Transfer Request form

The Friends' School Complaints and Appeals Procedures for International Students.

Procedure

The Friends' School assesses requests from students for a transfer between our school and another registered provider prior to the student completing six months of the principal course of study in accordance with the following documented procedures:

1. The Friends' 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:
 - a. the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered
 - b. the original registered provider has provided a written letter of release
 - c. 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, or

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- d. 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.
2. The Friends' School will grant a letter of release only where the student has:
 - a. completed the *International Student Transfer Request form*,
 - b. provided a letter from another registered provider confirming that a valid enrolment offer has been made, and
 - c. where the student is under 18
 - i. The Friends' School has written confirmation that the student's parent or legal guardian supports the transfer, and
 - ii. where the student is in Walker House or a home stay, the valid enrolment offer also confirms that the registered provider will accept that responsibility for approving the student's accommodation, support and general welfare arrangements.
 3. A letter of release, if granted, will be issued at no cost to the student and will advise the student of the need to contact DIAC to seek advice on whether a new student visa is required.
 4. If The Friends School does not grant a letter of release, the student will be provided with written reasons for refusing the request and will be informed of his or her right to appeal the registered provider's decision in accordance with *The Friends' School Complaints and Appeals Procedures for International Students*.
 5. The Friends' School will maintain records of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the student's file.



Student Transfer Request Assessment Flowchart

