



## International Student Program

### Student Transfer Request Assessment Policy

<b>Policy Status</b>	<b>CURRENT</b>
<b>Policy Classification</b>	Board Endorsed
<b>Policy Established</b>	2005
<b>Policy Last Reviewed</b>	2018
<b>Policy Responsibility</b>	Head of Strategy and Compliance/ International Student Office / College Registrar

- 1) As per the National Code 2018, overseas students enrolled in school sector courses are restricted from transferring from their registered provider within the first six months of their first registered school sector course of study (as opposed to the principal course for all other overseas students).
- 2) After the first six months of the first registered school sector course, no restrictions apply.
- 3) Within the first six months of the first registered school sector course, students can request for release by completing a *Request for Release* document and submit to the International Executive Office. Once the College has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS, the student can transfer to another education provider.
- 4) St Augustine's College will only agree to the overseas student's release in the first six months of their first registered school course in the following circumstances:
  - i. The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the College.
  - ii. The student provides a Letter of Offer from the new registered provider. If U/18yrs, this letter must state that the new provider will accept responsibility for approving the student's accommodation and welfare arrangements.
  - iii. It has been agreed by the International Executive Officer and the students' parents that the student would be better placed in a course that is not available at St Augustine's College. The parents must provide a letter of support.
  - iv. Changing to the new provider will not be detrimental to the students' academic progress and/or welfare.
  - v. The course originally offered becomes unavailable, i.e. the College defaults.
- 5) St Augustine's College will NOT agree to the overseas student's release in the first six months of their first registered school course in the following circumstances:
  - i. The student's progress is likely to be academically disadvantaged.

(CRICOS Requirement 3.10 – Overseas Student Transfers)  
Updated 26/04/2018



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- ii. St Augustine's College is concerned that the student has been influenced by another party.
  - iii. The students' parents do not support the transfer/change of provider
  - iv. The student cannot provide a valid Letter of Offer from the new provider and/or the provider does not accept responsibility for the welfare of an U/18yr old.
- 6) All requests for release will be processed within 10 working days and the student notified of the decision in writing.
- 7) The student MUST not be charged for the approval of the release.
- 8) The registered provider must advise the student to contact Department of Home Affairs regarding their visa status due to change of enrolment.
- 9) Students whose request for release has been refused, may appeal the decision in accordance with St Augustine's College *Complaint and Appeals Policy*. The policy is available on the College website or from the International Student Office. The College will continue their welfare responsibilities and arrangements during the appeals process.

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