

## OVERSEAS STUDENT TRANSFER POLICY

### 1. POLICY

Overseas students are restricted from transferring between registered providers prior to completing six calendar months of their first School course. If students request to transfer, they must obtain a release from their registered provider or meet one of the below conditions:

- The releasing registered provider, or the course in which the student is enrolled has ceased to be registered;
- The releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing their course with that registered provider;
- Any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change. This usually applies where the overseas students' study in Australia is sponsored by the government of another country.

Fintona Girls' School will only grant transfer to students in the first six months of their first registered School course when it is in the best interest of the student and in the following circumstances:

- the overseas student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with the Schools intervention strategy;
- there is evidence of compassionate or compelling circumstances;
- the student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the School;
- it has been agreed by the School the student would be better placed in a course that is not available at Fintona Girls' School;
- any other reason stated in the policies of the School.

There are cases where Fintona Girls' School will not provide a letter of release to students in the first six calendar months of their principal course in the following circumstances:

- the student's progress is likely to be academically disadvantaged;
- the School is concerned that the student's application to transfer is a consequence of the adverse influence of another party.

In order to request a transfer, the student must lodge a written request to transfer which includes a letter from the receiving provider that a valid offer of enrolment has been made.

Students under 18 years of age must also have:

- written evidence that the student's parent(s)/legal guardian supports the transfer;
- written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative;
- evidence that the student is always in Department of Immigration and Border Protection approved welfare and accommodation arrangements.

All applications for transfer will be considered within 10 working days and the applicant notified of the decision.

Students whose request for transfer has been refused may appeal the decision in accordance with Fintona Girls' School Grievance Handling and Investigation Policy. The Overseas Student Complaints and Appeals Policy is available in the International Students' Enrolment Pack or from the Registrar.