

## Overseas Student Transfer Policy

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### 1. Scope

This policy is applicable to International students enrolled at The Geelong College (the school).

### 2. Purpose

The purpose of the policy is to advise Full Fee-Paying Overseas Students of the requirements regarding Transferring from The Geelong College.

### 3. Process

The Geelong College provides information to overseas students about the School's Transfer Policy soon after the student is enrolled (Orientation).

The school will maintain records of all requests from overseas students for a release and the assessment of decision regarding, the request for two years after the student ceases to be an accepted student.

Letters of release are issued if students comply with required conditions in the first six months of a principal course. However, if the student is in the School's sector, the student is now restricted from transferring until they have completed the first 6 months of the first school course, not the principal course, unless the transfer reason meets an exception where one of the following apply:

- a) The releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered
- b) The releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that registered provider
- c) The releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS
- d) 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.

If a student is under 18 years of age, there must be written confirmation that the parent or legal guardian supports the transfer, and the receiving provider's Letter of Offer must confirm acceptance of welfare responsibilities under Standard 5.

### 4. Checklist for Student Transfer

For student transferring FROM The Geelong College TO another provider and the student has NOT completed his/her course):

- a) Advise circumstances in which a transfer will be granted.
- b) Advise circumstances considered as reasonable grounds for refusing the student's request, including when a transfer can be considered detrimental to the student.
- c) Advise that a student under 18yo cannot be given a letter of release for transferring from the principal course of study or preliminary packaged course for a period of six months and conditions unless the criteria in NCBSt7.3 (s) and (b) are met.
  - i. Sight a letter of offer from the other provider
  - ii. If the student is under 18, check the student has written permission from a parent / legal guardian

- iii. If the student is under 18, and if applicable, check the other provider has confirmed responsibility for approving welfare arrangements and there is no gap in welfare dates.
- d) Time frame for assessing and responding to request for transfer, keeping in mind the 6 months restriction in ST. 7
- e) Letter of release must be issued at no cost to the student
- f) Letter of release given to student may provide information about whether or not the student:
  - i. Demonstrated a commitment to studies during the course;
  - ii. Had a good attendance record for the course;
  - iii. Paid all fees for the course
- g) Advise the agent that they must contact the Department of Immigration & Border Protection (DIBP) to ask whether a new visa is required and provide the DIBP contact details.
- h) The registered provider must maintain records of all requests from overseas students for a release and the assessment of, and decision regarding, the request for two years after the overseas student ceases to be an accepted student.

For student transferring TO The Geelong College FROM another provider and the student has NOT completed his/her course:

- a) A student who is currently enrolled in another registered provider's course may only be enrolled at The Geelong College prior to completion of enrolment in the first six months of enrolment in a principal course of study if:
  - i. The original provider provided a letter of release
  - ii. the original registered provider / course has ceased to be registered
  - iii. the original registered provider has had a sanction imposed by a relevant registration authority that prevents the student from continuing enrolment in the principal course, or
  - iv. any government sponsor of the student provides written support for a change of course to be in the student's best interests.
- b) Check in PRISMS that the student is currently enrolled with another provider. (the School will need to give a Letter of Offer for the student to take to current provider to obtain a Letter of Release. (If student is under 18yo, an undertaking to take over welfare must be included with the Letter of Offer.) The Geelong College **MUST NOT** create Coe until a Letter of Release from another provider is provided
- c) Letter of Release from current course is provided to the School
- d) **In the event a student has completed another course, the School should seek to be satisfied that the student has demonstrated a commitment to studies during the course, had a good attendance record for the course, and paid all fees for the course.**

(\*NB: If the student is transferring from another state, the information required under state legislation may not automatically be included.)

It is the role of the following staff members to undertake these steps in the event of a student requesting to transfer FROM the School:

Staff Member	Action
Admissions Manager	Assess student application for transfer against The Geelong College within stated timeframe.
	Check documentation is complete (there is a Letter of Offer from receiving provider, as well as any other requirements under NC B St 7.3 and St 5 student if under 18yo).
	<b>Transfers will be recorded in PRISMS from 1 January 2018 and registered providers are no longer required to issue release letters.</b>
	If request is denied, provide letter giving grounds for refusal, based on transfer policy, and advise student he/she can access complaints and appeals process. The registered provider <b>MUST NOT</b> finalise the refusal in PRISMS until the international student has been given an opportunity to access the complaints and appeals process, the international student withdraws from the process, or if the process finds in favour of the registered provider.
	Determine if refund is applicable.
	If request is granted, Provide letter of Release at no cost with required information and advice student to contact Department of Immigration and provide the <a href="#">Department of Immigration</a> contact details.
	Fulfil all reporting refund and reporting obligations as required for cancellation of student enrolment.
	File all documents relating to transfer request on student's file.

It is the role of the following staff members to undertake these steps in the event of a student requesting to transfer TO the School:

Staff Member	Action
Admissions Manager	Check via PRISMS if student is already enrolled with another provider. Provide a Letter of Offer (and an undertaking to take over welfare from date of release if student is under 18yo). If School agrees to accept student.
	Create CoE ONLY AFTER Letter of Release is received (NB: A Letter of Release is not required if <b>NC BST7.1a,c,or d</b> apply)
	If student is from interstate, lodge Interstate Student Data Transfer Note
	File all documents relating to transfer request on student's file

Administrative documents relating to the College's policy on student transfer are:

- a) Transfer request assessment flowchart.
- b) Student application for Transfer. Over 18 years of age must include Letter of Offer new registered institution; under 18 years of age must include all three attachments:
  - i. Letter of Offer from new registered School
  - ii. permission from parent / legal custodian

- iii. confirmation new school will undertake welfare.
- c) School's letter to advise transfer request is denied, giving grounds for refusal and advising of student's right to appeal.
- d) School's Letter of Release, with:
  - i. Advise that the student must contact the [Department of Immigration](#) to ask whether a new visa is required and provide the Department of immigration contact detail.

The following staff member is responsible for reviewing and updating the Transfer Policy and related administrative documents:

- a) Admissions Manager