

Transfer Request Assessment Policy

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 courses at The Geelong College.

3. Process

- a.** Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with a student's principal course of study unless the transfer reason meets an exception where one of the following apply:
 - i. The releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered
 - ii. 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
 - iii. The releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS
 - iv. 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.
- b.** Students can apply for a letter of release to enable them to transfer to another education provider.
- c.** The Geelong College will only provide a letter of release to students in the first six months of their principal 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. It has been agreed by the College the student would be better placed in a course that is not available at The Geelong College
 - iii. Any other reason stated in the policies of The Geelong College.
- d.** The Geelong College will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:
 - i. The student's progress is likely to be academically disadvantaged
 - ii. The Geelong College is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
- e.** In order to apply for a letter of release, students must have a letter from the receiving provider that a valid offer of enrolment has been made.
- f.** Students under 18 years of age MUST also have:

- i. Written evidence that the student's parent(s)/legal guardian supports the transfer
 - ii. 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
 - iii. Evidence that the student is always in an approved welfare and accommodation arrangement.
- g.** All applications for transfer will be considered within 10 working days and the applicant notified of the decision.
- h.** Students whose request for transfer has been refused may appeal the decision in accordance with The Geelong College's Grievance Policy within 20 working days.

