



## International Student Transfer Policy

### Transferring from other institutions Policy

St Philip's Christian College will only enrol a student who has completed another relevant course (a course provided by a registered provider and listed on the CRICOS) if the College is satisfied that:

- The student had demonstrated a commitment to studies in that previous course;
- Attendance was above that required by ESOS legislation; and
- Paid all fees for that course.

Enrolment into St Philip's Christian College will only be considered if the student who has not completed a previous course can produce a letter of release or has Department of Immigration approval that attests to the three matters stated above.

### Student Transfer Request Assessment Policy

- 1) Overseas students are restricted from transferring until after the first six months of their first registered school sector course.
- 2) Students can apply for a letter of release to enable them to transfer to another education provider through the International Student Adviser with final approval resting with the Principal.
- 3) St Philip's Christian College will only provide a letter of release to students in the first six months of their first registered school sector course in the following circumstances:
  - a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school
  - b) It has been agreed by the school the student would be better placed in a course that is not available at St Philip's Christian College
  - c) The student has not achieved satisfactory course progress and will be reported even after our College's intervention strategy
  - d) And appeal has resulted in the decision or recommendation to release the student
  - e) Any other reason stated in the policies of St Philip's Christian College
- 4) St Philip's Christian College will NOT provide a letter of release to students in the first six months of their first registered course in the following circumstances:
  - a) The student's progress is likely to be academically disadvantaged
  - b) St Philip's Christian College is concerned that the student's application to transfer is a consequence of the adverse influence of another party
- 5) Students under 18 years of age MUST have;
  - a) Written evidence that the student's parent(s)/legal guardian supports the transfer
  - b) 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

- c) Evidence that the student is always in DIAC approved welfare and accommodation arrangements
- 6) All applications for transfer will be considered within 28 working days and the applicant notified of the decision.

### Student transfer request flow chart

