



## INTERNATIONAL STUDENT TRANSFER POLICY

As a registered provider of international student's, the College acknowledges we will not knowingly enrol and overseas student seeking to transfer from another registered providers course prior to the overseas student completing six months of her principal course except where the following apply:

- The releasing registered provider, or the course in which the overseas 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 her course at that registered provider
- The releasing registered provider has agreed to the overseas students release and recorded the date of effect and the reason for release in PRISMS
- Any government sponsor of the overseas student considers the change to be in the overseas student's best interest and has provided written support for the change.

The College will not actively recruit a student where this conflicts with our obligations under Standard 7 of the National Code 2018.

### STUDENT SEEKING TO TRANSFER FROM OLSH COLLEGE

International students seeking to transfer from Our Lady of the Sacred Heart College to another registered provider prior to completion of the first 6 calendar months of their principal course must seek approval to transfer and obtain a Release letter. They need to fill out a Transfer Request Form for their request to be processed.

If the student wishes to lodge a written request to transfer, they must include a valid enrolment offer from another registered provider.

The College will grant the transfer request if the transfer is in the overseas student's best interests including but not limited to the following, we have assessed:

- The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with the intervention strategy to assist the student in accordance with standard 8
- There is evidence of compassionate or compelling circumstances
- The College fails to deliver the course as outlined in the written agreement
- There is evidence that the overseas students' reasonable expectations about their current course are not being met
- There is evidence that the overseas student was misled by the College or an education or migration agent regarding the College or its course and the course is therefore unsuitable to their needs and/or study objectives
- An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student

As required by Standard 7 of the National Code 2018, before the Release letter is issued:

- The student must present a valid letter of offer of enrolment with the receiving provider
- If the student is under the age of 18, written evidence is required that the student's parent or legal guardian supports the transfer new provider and the receiving provider will accept responsibility for approving a student's accommodation, support and general welfare in accordance with Standard 5 (Younger overseas students).

If the release is granted, it will be at no cost to the overseas student and the College will advise the student to contact Immigration to seek advice on whether a new student visa is required.

In accordance with ESOS NC18, Our Lady of the Sacred Heart College will refuse the issue of a Release letter if the transfer would be considered detrimental to the student and the circumstances for approving the grant of a Release letter have not been satisfied. A student who has unpaid course fees for the current study period will be refused the issue of a Release letter. Factors that would be considered detrimental to the student include:

- A transfer would jeopardise a student's progress
- A student requires or has access to support services that will not be delivered by the receiving provider or accessible by the student following the transfer.

The College will assess and respond to the application within 10 working days.

If the College refuses the transfer request, we will inform the overseas student in writing of the reasons for the result and the right to access the College's complaints and appeals process, in accordance with Standard 10 (complaint and appeals) within 20 working days.

The College will not finalise the students refusal status in PRISMS until the appeal finds in favour of the College or the overseas student has chosen not to access the complains and appears process within the 20 working day period or the overseas student withdraws from the process.

The College will 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.

## **STUDENTS SEEKING TO TRANSFER TO OLSH COLLEGE**

International students within the scope of this policy who seek to transfer to OLSH College prior to completion of the first 6 calendar months of their principal course, will be issued with a Confirmation of Enrolment (CoE) only if:

- The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- The original registered provider has provided a written letter of release;
- The original registered provider has had a sanction imposed on its registration by the Australian Government or State government that prevents the student from continuing his or her principal course; or
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change; and
- If the student is under the age of 18, there is written evidence the student's parent or legal guardian supports the transfer and OLSH College has put arrangements in place for approving a student's accommodation, support and general welfare arrangements as per S5.