

STUDENT TRANSFER REQUEST POLICY

The following is based on the sample policy provided in the ISCA Transition handbook (checked by DEEWR and Department of Immigration) (www.isca.edu.au)

1. 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 their principal course of study. Exceptions to this restriction are:
 - a) If the student's course or school becomes unregistered
 - b) The school has a government sanction imposed on its registration
 - c) A government sponsor (if applicable) considers a transfer to be in the student's best interests
 - d) If the student is granted a Letter of Release.
2. Students can apply to the Enrolments Registrar for a Letter of Release at no charge to enable them to transfer to another education provider. However, if a student has not completed the first six months of the principal course of study or is under 18 years of age, conditions apply.
3. Ipswich Girls' Grammar School including Ipswich Junior Grammar School will only provide a letter of release to students before completing the first six months of their principal 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 Ipswich Girls' Grammar School including Ipswich Junior Grammar School.
 - c) Any other reason stated in the policies of Ipswich Girls' Grammar School including Ipswich Junior Grammar School.
4. Students under 18 years of age **MUST** also 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 / legal guardian or a suitable nominated relative
 - c) Evidence that the student is always in Department of Immigration approved welfare and accommodation arrangements.
5. Ipswich Girls' Grammar School including Ipswich Junior Grammar School **will NOT** provide a letter of release to students before completing the first six months of their principal course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged
 - b) Ipswich Girls' Grammar School including Ipswich Junior Grammar School is concerned that the student's application to transfer is a consequence of the adverse influence of another party

- c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
 - d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services
 - e) School fees have not been paid for the current study period.
6. In order to apply for a letter of release, all students must first have a letter of offer from the receiving provider.
7. Applications to transfer to another registered provider may have visa implications. The **student is advised to contact** the Department of Immigration office as soon as possible to discuss any implications. The address of the nearest Office is:
- Ground Floor
299 Adelaide Street
Brisbane Qld 4000
- Tel: 131 881 and Email: student.centre@immi.gov.au
8. See <http://www.immi.gov.au/contacts/australia/index.htm> for street addresses of Department of Immigration Offices in Brisbane, Cairns and Gold Coast.
9. If a letter of release is provided by this School it will give information about whether 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.
10. All applications for transfer will be considered within **14 working days** and the applicant notified of the decision.
11. Students whose request for transfer has been refused **will be notified in writing** of the reasons for refusal and may appeal the decision in accordance with Ipswich Girls' Grammar School including Ipswich Junior Grammar School's complaints and appeals policy.

The complaints and appeals policy is available at:

- Pre-Enrolment Information for Overseas Students
- Overseas Student Handbook
- on the School's website: girlsgrammar.com.au