

Student Transfer Request Policy

International Student Program



Statement

Ipswich Girls' Grammar School including Ipswich Junior Grammar School (the School) Overseas Student Transfer Policy and processes apply to:

- overseas students requesting to transfer prior to completing the first six months of their first registered school sector course or
- where the student has completed the first six months of their enrolment in their first registered school sector course and wishes to transfer but the provider holds welfare responsibility via a CAAW.

A copy of this policy is located on the School's website and in the International Student Handbook at [IGGS International Student Policies and Forms](#) .

Scope

This policy applies to school staff, agents, international students and their parents/legal guardians.

Responsibility

The Principal has the primary responsibility for this policy.

The following staff are responsible for ensuring compliance with this policy:

- Deputy Principal
- Dean of Students
- Enrolments Registrar

Overseas students requesting to transfer prior to completing the first six months of their first registered school sector course:

Overseas students are restricted from transferring from their first registered school sector course of study for a period of six months. This restriction also applies to any course(s) packaged with their first registered school sector course of study. Exceptions to this restriction are:

- If the student's course or school becomes unregistered
- The school has a government sanction imposed on its registration
- A government sponsor (if applicable) considers a transfer to be in the student's best interests
- If the student is granted a release in PRISMS.

Students can apply to be released by submitting a Student Transfer Request Application Form 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 first registered school sector course of study or is under 18 years of age, conditions apply.

The School will only release a student before completing the first six months of their first registered school sector course in the following circumstances:

- The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the School.
- 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 School intervention strategy to assist them in accordance with Standard 8 (overseas student visa requirements).
- The student provides evidence of compassionate or compelling circumstances.
- The School fails to deliver the course as outlined in the written agreement.
- The student provides evidence that their reasonable expectations about their current course are not being met.
- The student provides evidence that he/she was misled by the School or an education or migration agent regarding the School or its course and the course is therefore unsuitable to his/her needs and/or study objectives.
- An appeal (internal or external) on another matter results in a decision or recommendation to release the student.
- Any other reason stated in the policies of the School.

Students under 18 years of age MUST also have:

- Written evidence that the student's parent(s)/legal guardian supports the transfer application.
- Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent/legal guardian or a suitable nominated relative.

The School will NOT agree to the transfer before the student completes the first six months of their first registered school sector course in the following circumstances:

- The student's progress is likely to be academically disadvantaged.
- The School is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
- The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer.
- The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services.
- School fees have not been paid for the current term/semester.

To apply for transfer to another provider, students need to:

- Complete an Application for the Student Transfer Form available from the School website: [IGGS International Student Policies and Forms](#).
- The completed application form and a valid offer of enrolment from another provider should be provided to the Enrolments Registrar or alternatively you can email the documentation to enrolment@girlsgrammar.com.au. The completed application form and valid offer of enrolment will be assessed by the School Principal.
- If under 18 years of age, attach written confirmation of the parent/s or legal guardian/s support for the transfer to the nominated provider.

In this case, the valid offer of enrolment must also confirm the new provider's acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from the School, in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.

The School will assess the student's transfer request application and notify the student of a decision within five working days.

If the School grants the student's transfer request, the student will be notified and the decision will be reported to the Department of Home Affairs (Immigration) via PRISMS.

If the School intends to refuse the student's transfer application request, the School will provide the student with reasons for refusal in writing and include a copy of the School's complaints and appeals policy available at:

[IGGS International Student Policies and Forms.](#)

The student has the right to access the School's complaints and appeals process and has 20 working days to do this. The student's transfer request application will only be finalised in PRISMS after one of the following occurs:

- The student confirms in writing they choose not to access the School's complaints and appeals process, or
- The student confirms in writing they withdraw from any appeals process they have commenced, or
- The appeals process is completed and a decision has been made in favour of the student or the School.

Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs (Immigration) office as soon as possible to discuss any implications: <https://immi.homeaffairs.gov.au/help-support/contact-us> .

Students who are no longer subject to the transfer restriction but the School holds the welfare responsibility via a CAAW

Students under 18 years of age MUST have:

- Written evidence that the student's parent(s)/legal guardian supports the transfer application
- Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative.

To apply for transfer to another provider, students need to:

- Complete an Application for Student Transfer Form available from the School website: [IGGS International Student Policies and Forms.](#)
- The completed application form and a valid offer of enrolment from another provider can be emailed to the Enrolments Registrar and will be provided to the Principal for assessment and response within five working days.
- If under 18 years of age, attach written confirmation of support for the transfer to the nominated provider by a parent/s or legal guardian/s.

In this case, the valid offer of enrolment must confirm acceptance of responsibility for approving the student’s accommodation, support and general welfare arrangements from the proposed date of the student’s release from the School in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.

The School will negotiate the welfare transfer date with the receiving provider and will advise the student of the welfare transfer date within five working days.

Transfers to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs (Immigration) office as soon as possible to discuss any implications: <https://immi.homeaffairs.gov.au/help-support/contact-us>.

Approved By: Dr Marie Perry Principal	Date: 16 January 2023
Maintained By: Enrolments Registrar	Date: 16 January 2023
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