



MARIST COLLEGE ASHGROVE

A Catholic boys' day and boarding College in the Marist Tradition

Transfer Policy for International Students

ITEM	DESCRIPTION
Policy description	This policy outlines the procedures when an international student requests a transfer.
Department	Enrolments Department
Executive Director	Headmaster
Contact	College Registrar, Ph: 07 3858 4507
Date approved	03/08/2018
Next review	25/09/2020

Revision History

DATE	VERSION	REVIEWED BY	CHANGES MADE
Date of first revision	25/09/2019	Tanya Stephens	CRICOS Compliance
Date of second revision			
Date closed			

Printed copies of this document may not be up to date. Ensure you have the latest version before using this document.

Table of Contents

1. POLICY STATEMENT.....	3
2. OVERSEAS STUDENTS REQUESTING TO TRANSFER PRIOR TO COMPLETING THE FIRST SIX MONTHS OF THEIR FIRST REGISTERED SCHOOL SECTOR COURSE 3	
3. STUDENTS WHO ARE NO LONGER SUBJECT TO THE TRANSFER RESTRICTION BUT MARIST COLLEGE ASHGROVE HOLDS WELFARE RESPONSIBILITY VIA A CAAW	5
4. STUDENT TRANSFER REQUEST ASSESSMENT FLOWCHART.....	7
5. RELATED LEGISLATION AND DOCUMENTS.....	8
APPLICATION FOR STUDENT TRANSFER REQUEST	9



1. POLICY STATEMENT

A copy of this policy is provided to the parent(s)/legal guardian(s) if the student is under age 18 years at a reasonable time prior to a Written Agreement being signed.

- a) Marist College Ashgrove provides information to overseas students requesting to transfer prior to completing the first six months of their first registered school sector course.
- b) This policy also applies 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.

2. OVERSEAS STUDENTS REQUESTING TO TRANSFER PRIOR TO COMPLETING THE FIRST SIX MONTHS OF THEIR FIRST REGISTERED SCHOOL SECTOR COURSE

- a) 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:
 - i. If the student's course or school becomes unregistered;
 - ii. The school has a government sanction imposed on its registration;
 - iii. A government sponsor (if applicable) considers a transfer to be in the student's best interests;
 - iv. If the student is granted a release in PRISMS.
- b) Students can apply to be released by submitting a Student Transfer Request Application 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.
- c) Marist College Ashgrove will only release a student before completing the first six months of their first registered school sector course of study in the following circumstances:
 - i. The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with Marist College Ashgrove's intervention strategy to assist them in accordance with Standard 8 (Overseas student visa requirements).
 - ii. The student provides evidence of compassionate or compelling circumstances.
 - iii. Marist College Ashgrove fails to deliver the course as outlined in the written agreement.
 - iv. The student provides evidence that their reasonable expectations about their current course are not being met.
 - v. The student provides evidence that he was misled by Marist College Ashgrove or an education or migration agent regarding Marist College Ashgrove or its course and the course is therefore unsuitable to his needs and/or study objectives.



- vi. An appeal (internal or external) on another matter results in a decision or recommendation to release the student.
 - vii. Any other reason stated in the policies of Marist College Ashgrove.
- d) Students under 18 years of age MUST also have:
- i. Written evidence that the student's parent(s)/legal guardian supports the transfer application.
 - ii. 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.
- e) Marist College Ashgrove 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:
- i. The student's progress is likely to be academically disadvantaged;
 - ii. Marist College Ashgrove is concerned that the student's application to transfer is a consequence of the adverse influence of another party;
 - iii. The student has not had sufficient time to settle into a new environment in order to make an informed decision about a transfer;
 - iv. The student has not accessed college support services which may assist with making adjustments to a new environment, including academic and personal counselling services;
 - v. School fees have not been paid for the current semester.
- f) To apply for transfer to another provider, students need to:
- i. Complete an Application for Student Transfer Form available from the end of the Transfer Policy.
 - ii. Give this completed application form and a valid offer of enrolment from another provider to the Head of Boarding for assessment.
 - iii. 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 Marist College Ashgrove, in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.
- g) Marist College Ashgrove will assess the student's transfer request application and notify the student of a decision within 10 working days.
- h) If Marist College Ashgrove 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.
- i) If Marist College Ashgrove intends to refuse the student's transfer application request, Marist College Ashgrove will provide the student with reasons for refusal in writing and include a copy of Marist College Ashgrove's Complaints and Appeals policy (available on the College website). The student has the right to access Marist College



Ashgrove'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:

- i. the student confirms in writing they choose not to access Marist College Ashgrove's complaints and appeals process, or
 - ii. the student confirms in writing they withdraw from any appeals process they have commenced, or
 - iii. the appeals process is completed and a decision has been made in favour of the student or Marist College Ashgrove.
- j) Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs office as soon as possible to discuss any implications. The address of the nearest office is: Ground Floor, 299 Adelaide Street, Brisbane Qld 4000. Alternatively, students can contact the Department of Home Affairs (Immigration):

<https://www.homeaffairs.gov.au/help-support/contact-us>.

3. STUDENTS WHO ARE NO LONGER SUBJECT TO THE TRANSFER RESTRICTION BUT MARIST COLLEGE ASHGROVE HOLDS WELFARE RESPONSIBILITY VIA A CAAW

- a) Students under 18 years of age MUST have:
- i. Written evidence that the student's parent(s)/legal guardian supports the transfer application
 - ii. 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
- b) To apply for transfer to another provider, students need to:
- i. Complete an Application for Student Transfer Form available from the end of the Transfer Policy.
 - ii. Give this completed application form and a valid offer of enrolment from another provider to the Head of Boarding for assessment and response within 10 working days.
 - iii. 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.
 - iv. 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 Marist College Ashgrove in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.
- c) Marist College Ashgrove will negotiate the welfare transfer date with the receiving provider and will advise the student of the welfare transfer date within 10 working days.

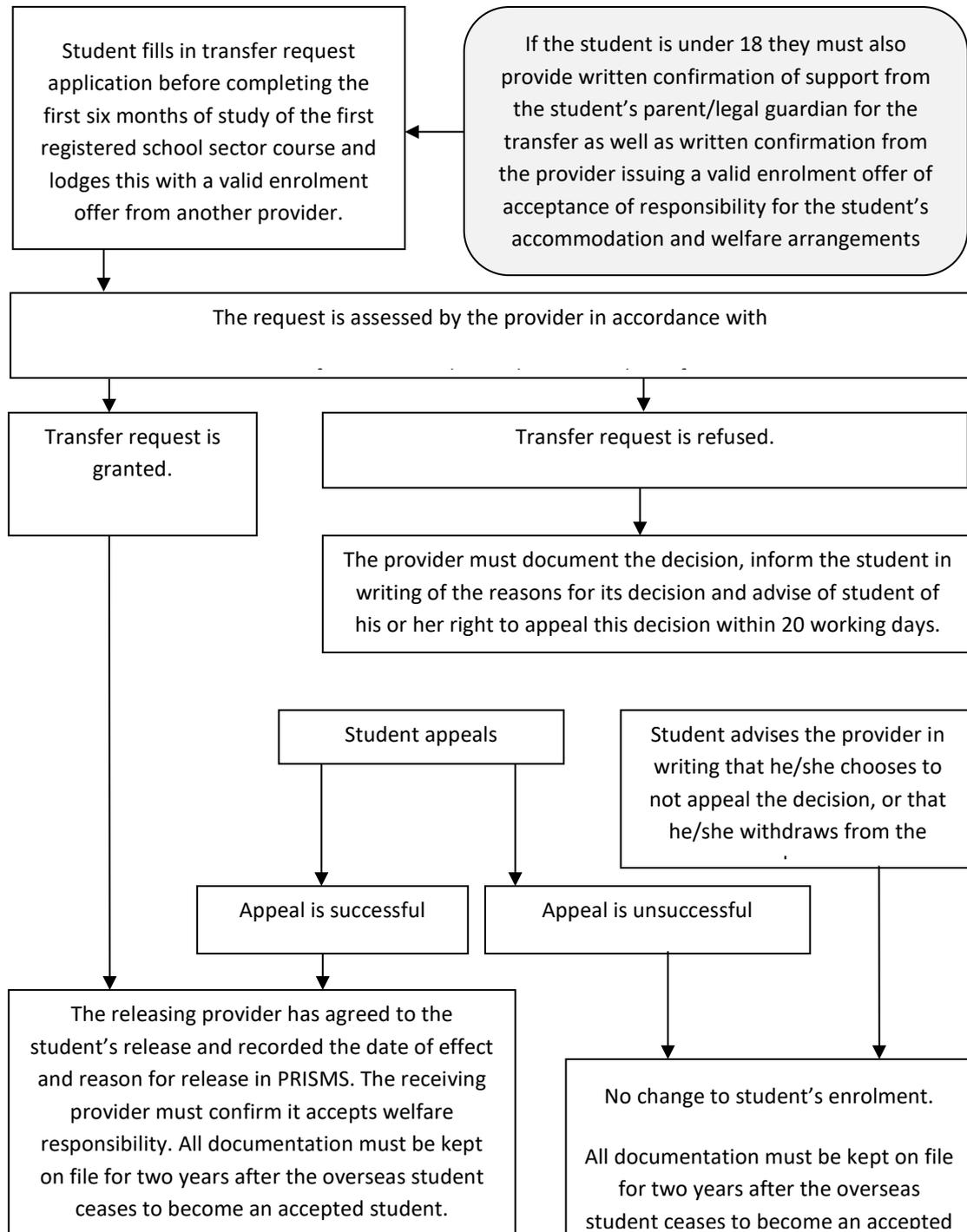


- d) Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs office as soon as possible to discuss any implications. The address of the nearest office is: Ground Floor, 299 Adelaide Street, Brisbane Qld 4000. Alternatively, students can contact the Department of Home Affairs (Immigration):

<https://www.homeaffairs.gov.au/help-support/contact-us>



4. STUDENT TRANSFER REQUEST ASSESSMENT FLOWCHART



5. RELATED LEGISLATION AND DOCUMENTS

- [The National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(National Code 2018\)](#)
- [Education Services for Overseas Students \(ESOS\) Act 2000](#)
- [Education Services for Overseas Students Regulation 2001](#)
- [Education Services for Overseas Students \(Calculation of Refund\) Specification 2014](#)
- Course Progress and Attendance Policy
- Complaints & Appeals Policy for International Students
- Welfare and Accommodation Policy



MARIST COLLEGE ASHGROVE

APPLICATION FOR STUDENT TRANSFER REQUEST

Please read the attached Transfer Policy before filling out this form to request a transfer to another education provider, if you have not yet completed the first six months of your first school sector course OR if you are under 18 years of age.

Student name: _____

Grade: _____

Current Address in Australia: _____

Address in home country: _____

Mobile Ph: _____

Email address: _____

Please indicate if any of the following apply:

- I have not yet completed the first six months of my first school sector course
- I am under 18 years of age
- I have completed the first six months of my first school sector course
- I am over 18 years of age

Please note, if you have completed the first six months of your first school sector course AND you are over 18 years of age, you do not need to use this form.

Please state why you wish to defer/suspend your studies:



Attachments:

Attach any relevant supporting documentation.

This form will be assessed once all documentation has been received. The school may ask for more documentation if required. Applications are usually processed in 10 working days.

Students are required to maintain the conditions of their visa, including maintaining enrolment in a registered course of study. Deferment, suspension and non-commencement of enrolment can have an effect on a student's visa as a result of changes to enrolment status. The Department of Home Affairs (Immigration) Website <https://www.homeaffairs.gov.au/Trav/Stud/More> provides further detail regarding the conditions of the visa and obligations of students.

Students who have not yet commenced their studies at Marist College Ashgrove will also need to contact Department of Home Affairs (Immigration) in case there is any effect on their student visa as a result of changes to enrolment or CoE status. Please see contact details at: <https://www.homeaffairs.gov.au/about/contact/offices-locations>.

Student signature

Date

