



# MARIST COLLEGE ASHGROVE

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

## Transfer Policy for International Students

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ITEM	DESCRIPTION
<b>Policy description</b>	This policy outlines the procedures when an international student requests a transfer.
<b>Department</b>	Enrolments Department
<b>Executive Director</b>	Headmaster
<b>Contact</b>	College Registrar, Ph: 07 3858 4507
<b>Date approved</b>	03/08/2018
<b>Next review</b>	03/08/2019

### Revision History

DATE	VERSION	REVIEWED BY	CHANGES MADE
Date of first revision			
Date of second revision			
Date closed			

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## 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 about the College's Transfer Policy. Letters of Release are issued if students comply with required conditions prior to completing the first six (6) months of their first course.
- b) If a student is under 18 years of age, there must be written confirmation that the parent or legal guardian supports the transfer, and the receiving provider's Letter of Offer must confirm acceptance of welfare responsibilities under Standard 5 (if applicable).

## 2. STUDENT TRANSFER REQUEST

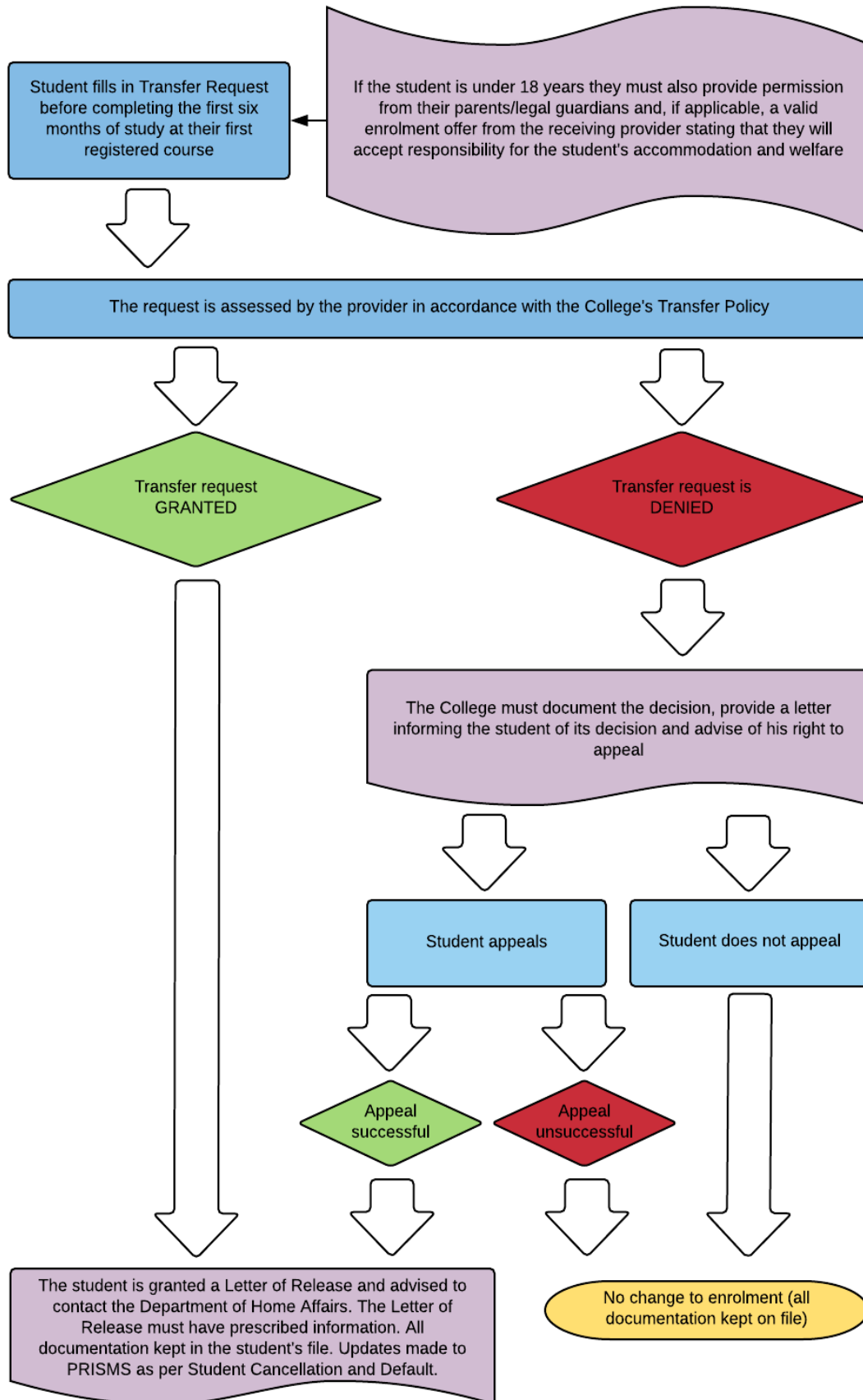
- a) Overseas students are restricted from transferring from their first registered school sector course of study for a period of six months. This restriction applies to any course(s) packaged with their first registered school sector course of study. Exceptions to this restriction are:
  - i. If the 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 the College Registrar's Office for a Letter of Release at no charge to enable them to transfer to another education provider.
- c) Students under 18 years of age **MUST** also have:
  - i. Written confirmation that the student's parent(s)/legal guardian(s) supports the transfer;
  - ii. Written confirmation in the way of a Letter of Offer from the new provider that they will accept welfare responsibilities 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.
- d) Marist College Ashgrove will only provide a Letter of Release to students prior to the completion of the first six months of their first registered school sector course of study in the following circumstances:
  - i. It has been agreed by the college the student the student would be better placed in a course that is not available at Marist College Ashgrove;
  - ii. The Headmaster decides there are compassionate or exceptional circumstances.
- e) Marist College Ashgrove will **NOT** provide a Letter of Release to students prior to the completion of the first six months of their principal 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 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 study period.
- f) In order to apply for a Letter of Release, all students must first have a Letter of Offer from the receiving provider.
- i. 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. See <https://www.homeaffairs.gov.au/about/contact> for further information.
- g) If a Letter of Release is provided by this College 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.
- h) All applications for transfer will be considered within ten (10) working days and the applicant notified of the decision.
- i) Students whose request for transfer has been refused may appeal the decision in accordance with Marist College Ashgrove's Complaints & Appeals Policy.



### 3. STUDENT TRANSFER REQUEST ASSESSMENT FLOWCHART



## 4. 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

