

## OVERSEAS STUDENTS TRANSFER POLICY

### BACKGROUND

Tintern Grammar is committed to creating an environment that values good relationships and open communication. The School acknowledges that families have the right to transfer enrolment between registered providers for various reasons.

#### 1. For students transferring FROM Tintern Grammar TO another provider

- Families are to advise in writing the intention to transfer and the reason for transfer to the Head of School, Year Level Coordinator, International Student Coordinator or Principals' office.
- The School will advise the family and student if the circumstances are considered as reasonable grounds for refusing the student's request, including when a transfer can be considered detrimental to the student.
- The School will advise the family and student that 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, unless the criteria in NC B St 7.3.1 and St 7.3.2 are met, i.e.,
  - a valid enrolment offer from the receiving provider is sighted
  - the under 18 student has written permission from a parent / legal guardian
  - if applicable, the receiving provider has confirmed it accepts responsibility for approving welfare arrangements from the date of the under 18 student's release and there is no gap in welfare dates
- The Admissions Department and the Head of School will respond to the request for transfer in a reasonable timeframe if the 6 months restriction is not applicable.
- The processing of a transfer request and subsequent release (if granted) must be at no cost to the student. Upon granting a transfer, the School will advise the student that he/she must contact Department of Immigration to ask whether a new visa is required. Department of Immigration contact details:  
<http://www.border.gov.au/about/contact/offices-locations>.
- The Letter of Offer will include the date from which the school will accept welfare responsibility (if required) for any transferring student under 18. The welfare responsibility should transfer from the releasing provider to the receiving provider seven days from the student's last day of study with the releasing provider, unless both providers agree to a different date.
- All records for requests for transfers and outcome decisions will be kept on the student's file for two years after the student ceases to be an accepted student. (NC B 7.7)

## **2. For student transferring TO Tintern Grammar FROM another provider**

- A student who is currently enrolled in another registered provider's course may only be enrolled at Tintern Grammar prior to completion of enrolment in the first six months of enrolment in his/her first registered school sector course of study if: (NCS 7.1)
  - i. The original provider has confirmed the student's release in PRISMS, recording the date of effect and reason,
  - ii. the original registered provider / course has ceased to be registered,
  - iii. the original registered provider has had a sanction imposed by a relevant registration authority that prevents the student from continuing enrolment in the first registered school sector course, or
  - iv. any government sponsor of the student provides written support for a change of course to be in the student's best interests.
- The Prisms Administrator will confirm in PRISMS that the student is currently enrolled with another provider. The student will only need approval for release from the other provider (via PRISMS) if they have not yet completed six months of their first registered school sector course with that provider.

If the other provider's approval is required for release, the student will need a Letter of Offer from Tintern Grammar so they can give it to their current provider. (If the intending student is under 18, Tintern Grammar will provide a written undertaking to take over welfare from the student's date of release. This information will be included with the Letter of Offer.

Tintern Grammar will not create a Confirmation of Enrolment (CoE) until PRISMS shows that the student is released by the current provider. (NC B St 7.2.1 and St 7.3)

The welfare responsibility will transfer from the releasing provider to the receiving provider seven days from the student's last day of study with the releasing provider, unless both providers agree to a different date.

- Where the transfer request is approved by the other provider, confirmation of release from the student's current course is provided to the School via PRISMS. (NC 7.1.3)

### **APPROVAL**

Policy Approved By: Tintern Grammar Executive

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