POLICY ON ASSESSMENT OF TRANSFER REQUESTS (OVERSEAS STUDENTS)

This Policy was approved by the College Council on 18 May 2010.

1. OBJECT AND APPLICATION

1.1 Object

The object of this Policy on Assessment of Transfer Requests (Overseas Students) is to ensure the College meets the requirements of Standard 7 of the National Code with regard to overseas students transferring to another Education Provider.

1.2 Application

The Policy on Assessment of Transfer Requests (Overseas Students) applies to all overseas students enrolled at All Saints' College.

2. PREAMBLE

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.

3. LETTERS OF RELEASE

3.1 Students can apply for a letter of release to enable them to transfer to another education provider.

3.2 All Saints' College will only provide a letter of release to students in the first six months of their principal course in the following circumstances:

3.2.1 It has been agreed by the school the student would be better placed in a course that is not available at All Saints' College

3.2.2 Any other reason stated in the policies of All Saints' College

3.3 All Saints' College will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:

3.3.1 The student's progress is likely to be academically disadvantaged

3.3.2 All Saints' College is concerned that the student's application to transfer is a consequence of the adverse influence of another party

3.4 In order to apply for a letter of release, students must have a letter from the receiving provider that a valid offer of enrolment has been made.

3.5 Students under 18 years of age MUST also have:
3.5.1 Written evidence that the student’s parent(s)/legal guardian supports the transfer

3.5.2 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(s)/legal guardian or a suitable nominated relative

3.5.3 Evidence that the student is always in DIAC approved welfare and accommodation arrangements

3.6 All applications for transfer will be considered within 10 working days and the applicant notified of the decision.

3.7 Students whose request for transfer has been refused may appeal the decision in accordance with All Saints’ College’s Grievances Policy. The Policy and Rule on Grievances are available from the Executive Assistant.