

INTERNATIONAL FULL FEE-PAYING STUDENT TRANSFER POLICY

Last reviewed: January 2025

Next review date: January 2027 by Director of Marketing and Enrolments

International 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 and, for the school-based sector, a transfer cannot occur until after the first six months of the first registered school sector course being completed.

Exceptions to this restriction are if:

1. the student's course or school has become unregistered;
2. the school has a government sanction imposed on its registration preventing the student continuing;
3. a government sponsor (if applicable) considers a transfer to be in the student's best interests and provides written support for the change; and/or
4. the student is granted a letter of release and has recorded the date of effect and reason for release in Provider Registration International Student Management System (PRISMS).

International students can transfer without needing a release or meeting one of the above conditions after completing six calendar months of their first registered school course.

Students can apply for a letter of release to enable them to transfer to another education provider. However, if a student has not completed the first six months of the principal course of study or is under the age of 18, conditions apply.

St Mary's Anglican Girls' School will only provide a letter of release to students before the completion of the first six months of their principal course when:

1. the student has changed welfare and accommodation arrangements and living with their parent or legal guardian is no longer within a reasonable travelling time of the School; or
2. it has been agreed by the School that the student would be better placed in a course that is not available at St Mary's; or
3. any other reason specified in the policies of St Mary's.

For a letter of release to be provided, students under the age of 18 MUST also have:

1. written evidence that their parents and/or legal guardians support the transfer;
2. written confirmation that the new provider will accept responsibility for approving their accommodation, support and general welfare arrangements where they are not living with a parent/legal guardian or a suitable nominated relative; and
3. evidence that they are always in DIAC-approved welfare and accommodation arrangements.

If a release is granted, it will be at no cost to the student.



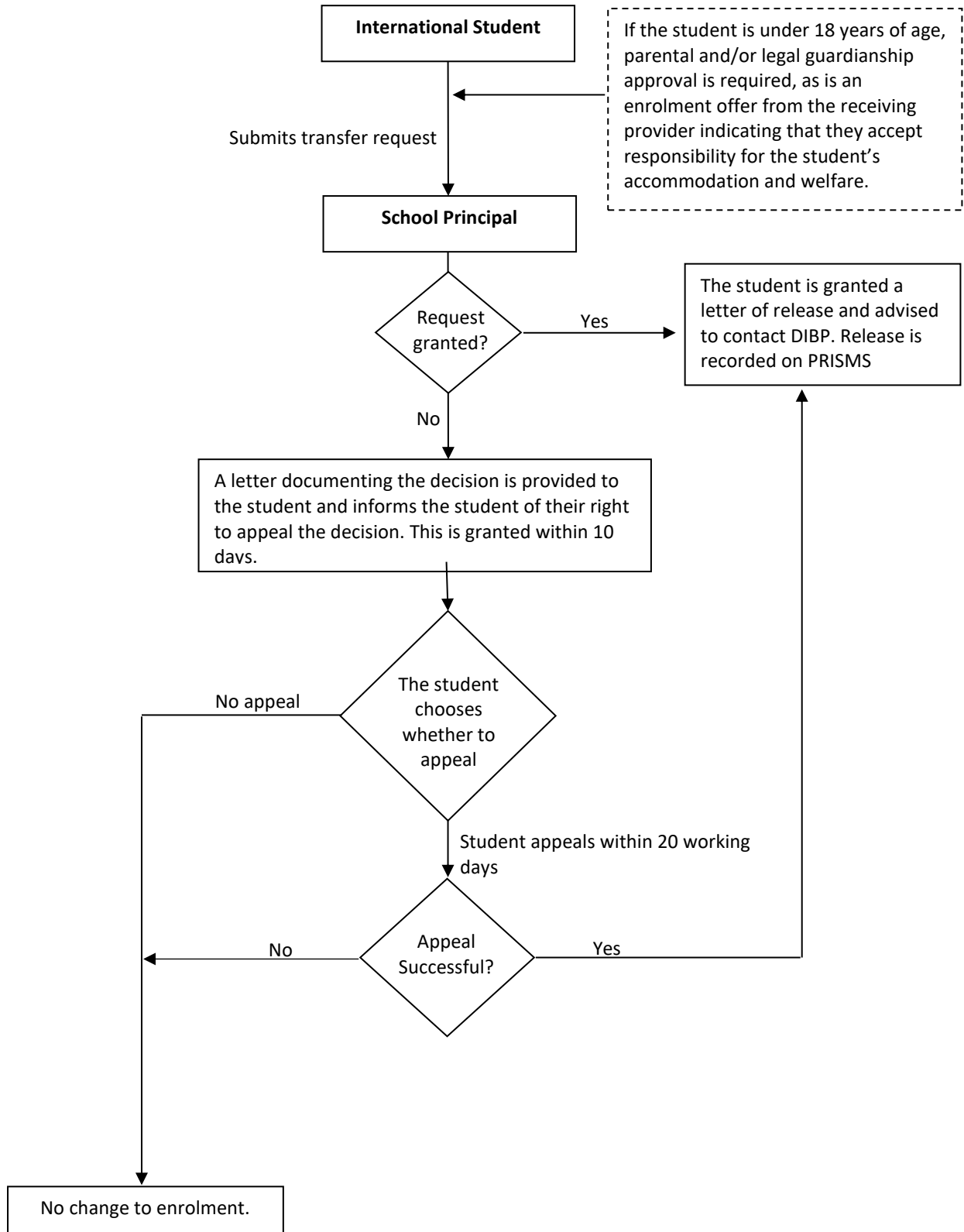
St Mary's
ANGELICAN GIRLS' SCHOOL

A student whose request for transfer has been refused may appeal the decision in accordance with the International Student Full Fee-Paying Student Complaints and Appeals Policy. This appeal must be made within 20 working days from the date of the refusal letter.

All records of requests for transfer from international students will be kept on record at the School for a period of two years after the international student ceases to be an accepted student at St Mary's.

All transfer request outcomes will be recorded in PRISMS.

TRANSFER REQUEST WORKFLOW





STUDENT TRANSFER REQUEST

If the student is younger than 18 years of age, the student's parents (or legal guardians) must provide permission for the transfer.

Student's full name:	Parents' names:
Student's address in home country:	Parents' address:
Student's email address:	Parents' email address:
Student's telephone number/s:	Parents' telephone numbers:

Please explain why you wish to transfer to another institution.

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A letter of offer from the institution where you will continue your studies must be attached. If you are under 18 years of age and not living with a parent or approved guardian, the letter must state that the institution will accept responsibility for approving your accommodation and general welfare arrangements.

Signature (student): Date:	Signature (parent/guardian, if applicable): Date:
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