



School Student Transfer Request Policy

The following is based on the policy provided in the ISCA Transition handbook (checked by DEEWR and DIAC) (www.isca.edu.au) but is modified to include additional Queensland requirements.]

1. 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. Exceptions to this restriction are:
 - a) If the student's course or school becomes unregistered
 - b) The school has a government sanction imposed on its registration
 - c) A government sponsor (if applicable) considers a transfer to be in the student's best interests
 - d) If the student is granted a Letter of Release.
2. Students can apply at the Enrolments Office for a Letter of Release 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 principal course of study or is under 18 years of age, conditions apply.
3. *St Joseph's Nudgee College* will only provide a letter of release to students before completing the first six months of their principal course in the following circumstances:
 - a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school
 - b) It has been agreed by the school the student would be better placed in a course that is not available at *St Joseph's Nudgee College*.
 - c) Any other reason stated in the policies of *St Joseph's Nudgee College*.
4. Students under 18 years of age MUST also have:
 - a) Written evidence that the student's parent(s)/legal guardian supports the transfer
 - b) 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 / legal guardian or a suitable nominated relative
 - c) Evidence that the student is always in DIAC approved welfare and accommodation arrangements.
5. *St Joseph's Nudgee College* will NOT provide a letter of release to students before completing the first six months of their principal course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged
 - b) *St Joseph's Nudgee College* is concerned that the student's application to transfer is a consequence of the adverse influence of another party

- c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
 - d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services
 - e) School fees have not been paid for the current study period.
6. In order to apply for a letter of release, all students must first have a letter of offer from the receiving provider.
7. An Application for student transfer/letter of release can be obtained at the Enrolments Office and handed back to the Enrolments Office when completed together with the Letter of Offer from the new provider.

Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration and Citizenship office as soon as possible to discuss any implications. The address of the nearest Office is:

Street address:	Postal address:
Ground Floor 299 Adelaide Street Brisbane QLD 4000	GPO Box 9984 Brisbane QLD 4001
Tel: 131 881 and http://www.immi.gov.au/students/	

8. It is a requirement under Queensland legislation that letters of release, whether provided by this School or by another registered provider, 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.
9. All applications for transfer will be considered within 14 working days and the applicant notified of the decision.

Students whose request for transfer has been refused will be notified in writing of the reasons for refusal and may appeal the decision in accordance with *St Joseph's Nudgee College's* complaints and appeals policy. The complaints and appeals policy is available on the International enrolments page on the website - www.nudgee.com

The sample documents below relating to Standard 7, including the flowchart for assessment of transfer requests, are from the Independent Schools Council of Australia (ISCA) National Code 2007 Transition handbook for non-government schools enrolling full-fee paying overseas students, at: www.isca.edu.au.