



Student Transfer Request Policy

Relevant Legislation	National ESOS Code: Standard 7
Commencement Date	April 2015
Next Review Date	October 2017

1. Purpose

The purpose of this policy is to establish protocols for student transfer requests.

2. Scope

This policy is applicable to international students enrolled at The Hutchins School.

3. Objectives

The objective of this policy is to ensure that there are protocols in place to respond to request to transfer that meet the criteria referred to in Standard 7 of the National ESOS Code.

4. Definitions

Nil

5. Policy Information

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.

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2. Students can apply to the Enrolments Assistant 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. The Hutchins School 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 The Hutchins School.
 - c. Any other reason stated in the policies of The Hutchins School.
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 Department of Immigration and Border Protection approved welfare and accommodation arrangements.
5. The Hutchins School 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. The Hutchins School 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. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration and Border Protection office as soon as possible to

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discuss any implications. The address of the nearest office is: Ground Floor, 188 Collins Street, Hobart, Tasmania, 7000.

Other contact details for Department of Immigration and Border Protection are: Tel: 131881 and E: student.centre@immi.gov.au

8. If a Letter of Release is provided by this school 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.

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

10. 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 The Hutchins School's Complaints and Appeals Procedure. The Complaints and Appeals Procedure is available at on the School's website at this link: <http://www.hutchins.tas.edu.au/international-compliance/>

6. Supporting Procedures/Guidelines

Nil

7. Related Documents/Systems

Nil

8. Record Keeping

This procedure is to be kept for three (3) years until review unless there is a significant legislative organisational change requiring earlier review.

The master copy is kept on SharePoint and is read-only in PDF form. All printed copies are uncontrolled.

9. Policy Owner

Headmaster

10. Policy Review Details

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