



# FULL FEE-PAYING OVERSEAS STUDENT TRANSFER POLICY

## CATEGORY

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Governance (Management)

## SOURCE OF OBLIGATION

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The National Code of Practice for Providers of Education and Training to Overseas Students (Standard 7) sets out that registered providers must not knowingly enrol an overseas student wishing to transfer from another registered provider's course until after they have completed the first six months of their first school course, not the principal course.

## POLICY STATEMENT

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Penrhos College will not consider or accept an application from an overseas student unless the transfer reason meets an exception under the National Code (Standard 7). It is the intention of Penrhos College to consider the best interests of the student when considering a request to transfer either from or to a new provider and in accordance with Standard 7 of the ESOS National Code of Practice for Providers of Education and Training to Overseas Students.

### Policy Guidelines

#### Transfer from Penrhos College to another Provider

If a student wishes to transfer to another provider, the request should be made in writing by the student's parents and/or legal guardian to the Principal, outlining the reasons for the transfer. A release letter will only be provided if the Principal gives permission for the release letter to be issued, and the student has a valid enrolment offer from a new provider. The new provider will also need to indicate their willingness to accept welfare responsibility for the student if she is under 18.

- I. transfer to another provider is approved when the College has assessed that the transfer is in the student's best interest and that either:
  - i. the student's enrolment has been suspended or cancelled
  - ii. the student wishes to gain access to greater support (including academic, cultural and personal) with a new provider
  - iii. other circumstances as outlined in Standard 7.2.2 of the National Code.

Penrhos College can only permit a transfer to another provider once the College is assured that the new provider has accepted responsibility for the student's safety, accommodation and welfare support. Documentation evidencing this will be required prior to permission for transfer being given.

2. transfer to another provider may not be approved if:
  - a) The student is unable to provide an offer letter and welfare arrangements from the new provider
  - b) The student does not have permission from her parents or legal guardian
  - c) The student is trying to avoid being reported to Department of Home Affairs (DHA) for failing to meet attendance and progress requirements

If a release letter is not provided, Penrhos College will confirm this in writing and outline the reasons for this decision. The student and her family may appeal this decision via the College's complaints and appeals process for FFPOS.

The Principal or Enrolment Manager must receive written notification of withdrawal at least one term in advance to be eligible for any refund. Please refer to the [FFPOS - Refund Policy](#).

## Transfer from another Provider to Penrhos College

Penrhos College will not knowingly enrol a student wishing to transfer from another registered provider prior to the student completing six months of her school course except where:

- a) The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered
- b) The original registered provider has provided a written letter of release
- c) The original registered provider has had a sanction imposed on its registration by the Australian Government or a State or Territory government that prevents the student from continuing her principal course
- d) Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change

Students who wish to transfer from another registered provider to Penrhos College should provide a copy of the release letter showing that the previous provider will release them to study at Penrhos College. At which point the Enrolment Manager will contact the previous provider to negotiate the transfer date for welfare arrangements to ensure that there is no gap.

Penrhos College will inform the student of their visa obligation to maintain their current welfare arrangements until the agreed transfer date.

Penrhos College may be unable to enrol a student if the previous provider will not provide a release and/or a change of provider is not approved by DHA.

## Timeframe

The College is committed to assessing and replying to a student transfer request in a reasonable timeframe. Where the request meets the above criteria and is in accordance to Standard 7 of the ESOS National Code, then a response should be received by the student's parents and/or legal guardian within 10 business days.

## Record keeping

The College maintains records of student transfer requests, approvals and rejections to ensure that this policy is implemented fairly. These requests are filed electronically on the student's record and retained as per our Records Management policy and associated Permanent and Non-Permanent Record Lists.

# IMPLEMENTATION AND REVIEW

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This policy is implemented by:

- staff training and making this policy available to all staff via the College's internal policy portal
- communicating this policy to the College community and making it available on the College's website
- monitoring the effectiveness of the policy
- reviewing and evaluating the policy and its accompanying procedures every 3 years

## Associated policies and procedures

Full Fee-Paying Overseas Student Information Booklet

Full Fee-Paying Overseas Student Refund Policy

Complaints Handling Policy and Complaints Handling Guide

## Owner

Enrolment Manager

## Last review date:

August 2021

## Next review date:

August 2024

## Ratified by College Council

Version	Date Published	Changes Made	Author of Changes
1	November 2016		Enrolment Manager / Director of Strategic Directions
2	August 2021	Reviewed in line with National Code (2018)	Enrolment Manager / Risk and Compliance Coordinator