

## International Student Transfer Request Requirements

### Procedure for assessing International student transfer requests

Ivanhoe Grammar Schools Student Transfer Requirements apply to:

- International students requesting to transfer prior to completing the first six months of their first registered school sector course or
- Where the student has completed the first six months of their enrolment in their first registered school sector course and wishes to transfer but the provider holds welfare responsibility via a CAAW.

International students requesting to transfer prior to completing the first six months of their first registered school sector course:

International students are restricted from transferring from their first registered school sector course of study for a period of six months. This restriction also applies to any course(s) packaged with their first registered school sector course of study. Exceptions to this restriction are:

- If the student's course or school becomes unregistered
- The school has a government sanction imposed on its registration
- A government sponsor (if applicable) considers a transfer to be in the student's best interests
- If the student is granted a release in PRISMS.

Students can apply to be released by submitting a Student Transfer Request Application 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 first registered school sector course of study or is under 18 years of age, conditions apply.

Ivanhoe Grammar School will only release a student before completing the first six months of their first registered school sector course in the following circumstances:

- The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school.
- The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with Ivanhoe Grammar School's intervention strategy to assist them in accordance with Standard 8 (International student visa requirements).
- The student provides evidence of compassionate or compelling circumstances.
- Ivanhoe Grammar School fails to deliver the course as outlined in the written agreement.
- The student provides evidence that their reasonable expectations about their current course are not being met.
- The student provides evidence that he / she was misled by Ivanhoe Grammar School or an education or migration agent regarding Ivanhoe Grammar School or its course and the course is therefore unsuitable to his/her needs and/or study objectives.
- An appeal (internal or external) on another matter results in a decision or recommendation to release the student.
- Any other reason stated in the policies, requirements and Procedures of Ivanhoe Grammar School.

A transfer will be granted where there is evidence of 'Compassionate or compelling' circumstances beyond the control of the International student and which have an impact upon the International student's course progress or wellbeing. Each case will be judged on its individual merits. Documentary evidence may need to be provided to support the claim, and copies of these documents will be kept in the student's file

Compassionate or compelling circumstances could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the International student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the International student's studies; or
- a traumatic experience, which could include: (involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime, and this has impacted on the International student (these cases should be supported by police or psychologists' reports)
- Where the school was unable to offer a pre-requisite unit, or the International student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.

Students under 18 years of age MUST also have:

- Written evidence that the student's parent(s)/legal guardian supports the transfer application
- Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative

Ivanhoe Grammar School will NOT agree to the transfer before the student completes the first six months of their first registered school sector course in the following circumstances:

- The student's progress is likely to be academically disadvantaged
- Ivanhoe Grammar School is concerned that the student's application to transfer is a consequence of the adverse influence of another party
- The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
- The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services
- School fees have not been paid for the current term/semester.

Steps to apply for transfer to another provider:

- Student advises the Dean of International Students/International Registrar they wish to transfer.
- Dean of International Students/International Registrar explains the Transfer Request Requirements and advises how to apply for the transfer.
- Student receives the following Documents  
Student Transfer Request Requirements  
Ivanhoe Grammar School Student Transfer Request Application
- Complete an Student Transfer Request Application
- Give this completed application form and a valid offer of enrolment from another provider to Dean of International Students/ the International Registrar for assessment.
- All students regardless of Age must attach written confirmation of the parent/s or legal guardian/s support for the transfer to the nominated provider.  
If under 18 years of age, the valid offer of enrolment must also confirm the new provider's acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from Ivanhoe Grammar School, in accordance with Standard 5 (Younger International students) of the 2018 National Code of Practice for Providers of Education and Training for International students.

Ivanhoe Grammar School will assess the student's transfer request application and notify the student of a decision within two weeks when the request is received during term time and within four weeks if it is received during school holidays.

If Ivanhoe Grammar School grants the student's transfer request, the student will be notified and the decision will be reported to the Department of Immigration via PRISMS.

Applications to transfer to another registered provider may have visa implications if a release for transfer is granted, Ivanhoe Grammar School advises the student to contact the Department of Home Affairs website at: <https://www.border.gov.au/Trav/Stud/More/Changing-courses>

If Ivanhoe Grammar School intends to refuse the student's transfer request Application, Ivanhoe Grammar School will provide the student with reasons for refusal in writing and include a copy of Ivanhoe Grammar School's complaints and appeals Requirements (This information is also available in the following documents International Student Admissions Handbook, International Student Handbook)

The student has the right to access Ivanhoe Grammar School's complaints and appeals process and has 20 working days to do this. The student's transfer request application will only be finalised in PRISMS after one of the following occurs:

- the student confirms in writing they choose not to access Ivanhoe Grammar School 's complaints and appeals process, or
- the student confirms in writing they withdraw from any appeals process they have commenced, or
- the appeals process is completed and a decision has been made in favour of the student or Ivanhoe Grammar School

International Student who are no longer subject to the transfer restriction where Ivanhoe Grammar School holds welfare responsibility via a CAAW.

Students under 18 years of age MUST have:

- Written evidence that the student's parent(s)/legal guardian supports the transfer application
- Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative

To apply for transfer to another provider, students need to:

- Advise the Dean of International Students/International Registrar they wish to transfer.
- Dean of International Students/International Registrar explains the Transfer Requirements and advises how to apply for the transfer.
- Student receives the following Documents  
Student Transfer Request Requirements  
Ivanhoe Grammar School Student Transfer Request Application
- Complete an Student Transfer Request Application
- Give this completed application form and a valid offer of enrolment from another provider to Dean of International Students/ the International Registrar for assessment.
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If Ivanhoe Grammar School grants the student's transfer request, the student will be notified and the decision will be reported to the Department of Immigration via PRISMS.

Applications to transfer to another registered provider may have visa implications if a release for transfer is granted, Ivanhoe Grammar School advises the student to contact the Department of

Home Affairs website at: <https://www.homeaffairs.gov.au/Trav/Stud/More/Changing-courses>

Ivanhoe Grammar School will negotiate the welfare transfer date with the receiving provider and will advise the student of the welfare transfer date within two weeks when the request is received during term time and within four weeks if it is received during school holidays.

Ivanhoe Grammar School will maintain records of International student transfer requests for two years after the student ceases to an accepted student.

