



Lourdes Hill College

A School of Good Samaritan Education

INTERNATIONAL EDUCATION

INTERNATIONAL STUDENT TRANSFER POLICY

Lourdes Hill College's Overseas student transfer policy and processes apply to:

- overseas 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.

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

1. Overseas 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:
 - 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 release in PRISMS.
2. 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.
3. Lourdes Hill College will only release a student before completing the first six months of their first registered school sector 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 College.
 - b) The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with Lourdes Hill College's intervention strategy to assist them in accordance with Standard 8 (Overseas student visa requirements).
 - c) The student provides evidence of compassionate or compelling circumstances.
 - d) Lourdes Hill College fails to deliver the course as outlined in the written agreement.
 - e) The student provides evidence that their reasonable expectations about their current course are not being met.

- f) The student provides evidence that she was misled by Lourdes Hill College or an education or migration agent regarding Lourdes Hill College or its course and the course is therefore unsuitable to her needs and/or study objectives.
 - g) An appeal (internal or external) on another matter results in a decision or recommendation to release the student.
 - h) Any other reason stated in the policies of Lourdes Hill 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 application
 - b) 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
5. Lourdes Hill College 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:
- a) The student's progress is likely to be academically disadvantaged
 - b) Lourdes Hill 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 College support services which may assist with making adjustments to a new environment, including academic and personal counselling services
 - e) College fees have not been paid for the current term/semester.
6. To apply for transfer to another provider, students need to:
- a) Complete an Application for Student Transfer Form available from the Head of International Education
 - b) Give their completed application form and a valid offer of enrolment from another provider to the Head of International Education for assessment.
 - c) If under 18 years of age, attach written confirmation of the parent/s or legal guardian/s support for the transfer to the nominated provider.
In this case, 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 Lourdes Hill College, in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.
7. Lourdes Hill College will assess the student's transfer request application and notify the student of a decision within 14 working days.
8. If Lourdes Hill College grants the student's transfer request, the student will be notified and the decision will be reported to the Department of Home Affairs (Immigration) via PRISMS.

9. If Lourdes Hill College intends to refuse the student's transfer application request, Lourdes Hill College will provide the student with reasons for refusal in writing and include a copy of Lourdes Hill College's complaints and appeals policy (available from the Head of International Education). The student has the right to access Lourdes Hill College'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:
- a) the student confirms in writing they choose not to access Lourdes Hill College's complaints and appeals process, or
 - b) the student confirms in writing they withdraw from any appeals process they have commenced, or
 - c) the appeals process is completed and a decision has been made in favour of the student or Lourdes Hill College.
10. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs (Immigration) office as soon as possible to discuss any implications. The address of the nearest can be found on the web at <https://www.immi.homeaffairs.gov.au/about/contact/offices-locations/australia> *for street addresses of Department of Home Affairs (Immigration) Offices in Brisbane and regional centres.* Alternatively, students can contact the Department of Home Affairs (Immigration): <https://www.immi.homeaffairs.gov.au/about/contact/make-enquiry>.

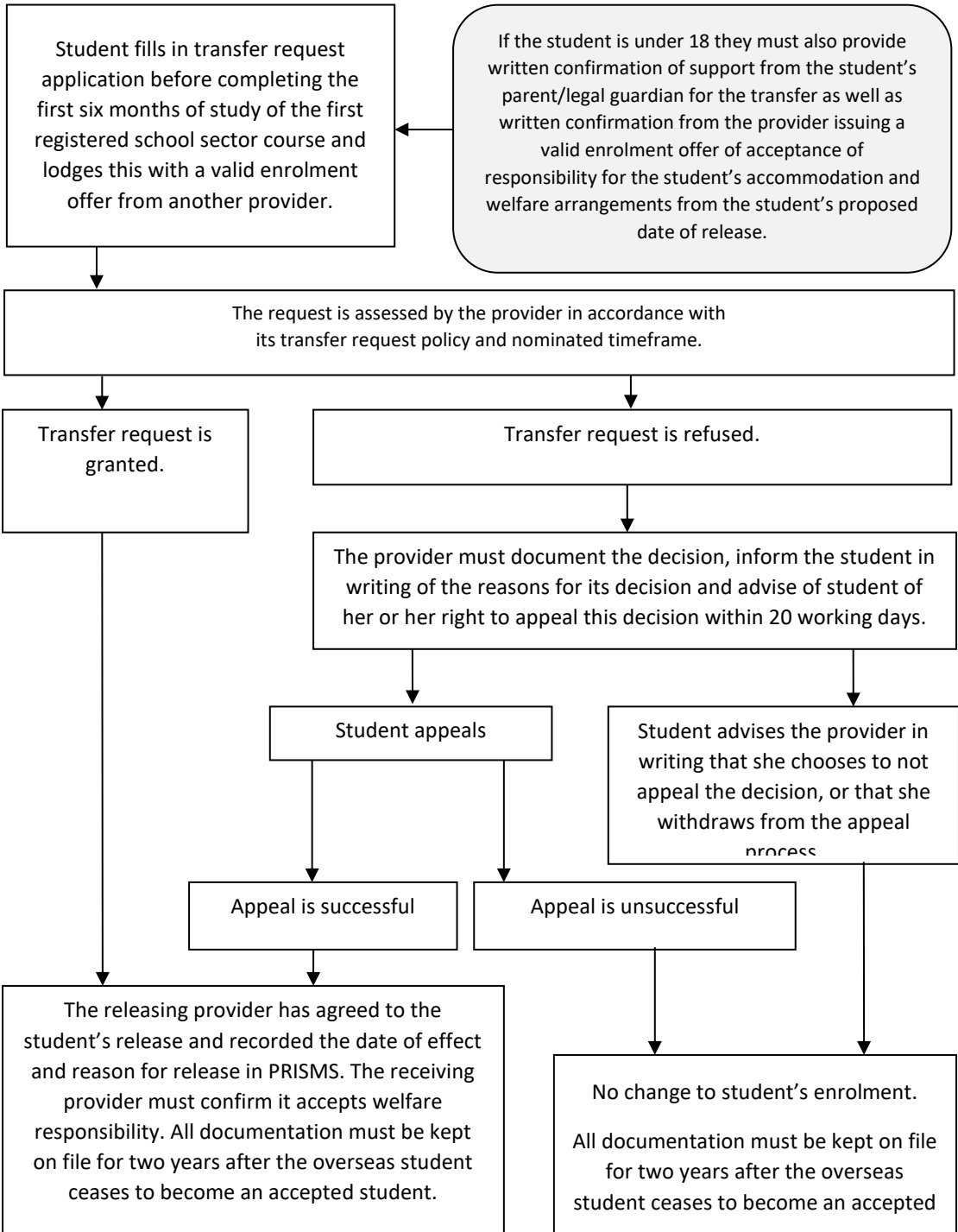
Student who are no longer subject to the transfer restriction but where Lourdes Hill College holds welfare responsibility via a CAAW.

11. Students under 18 years of age MUST have:
- a) Written evidence that the student's parent(s)/legal guardian supports the transfer application
 - b) 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
12. To apply for transfer to another provider, students need to:
- a) Complete an Application for Student Transfer Form available from the Head of International Education.
 - b) Give their completed application form and a valid offer of enrolment from another provider the Head of International Education for assessment and response within 7 working days.
 - c) If under 18 years of age, attach written confirmation of support for the transfer to the nominated provider by a parent/s or legal guardian/s.
- In this case, the valid offer of enrolment must confirm acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from Lourdes Hill College in accordance with Standard 5

(Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.

13. Lourdes Hill College will negotiate the welfare transfer date with the receiving provider and will advise the student of the welfare transfer date within 14 working days.
14. Transfers to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs (Immigration) office as soon as possible to discuss any implications. See <https://www.immi.homeaffairs.gov.au/about/contact/offices-locations/australia>. Alternatively, students can contact the Department of Home Affairs (Immigration): <https://www.immi.homeaffairs.gov.au/about/contact/make-enquiry>.

Flowchart: Assessment of Student transfer request within first six months of first school sector course



Application for student transfer request form

Please read the attached Student Transfer Request Assessment Policy located on the College Website before filling out the application form to request a transfer to another education provider. If you have not yet completed the first six months of your first school sector course OR if you are under 18 years of age.

Student name:

Year level:

Current Address in Australia:

Address in home country:

Phone no:

Mobile Ph:

Email address:

Please indicate if any of the following apply:

- ☐ I have not yet completed the first six months of my first school sector course
- ☐ I am under 18 years of age
- ☐ I have completed the first six months of my first school sector course
- ☐ I am over 18 years of age

Please note, if you have completed the first six months of first school sector course AND you are over 18 years of age, you do not need to use this form.

Reason(s) for transfer:

If you **have not yet completed the first six months of your first school sector course**, please provide details of the reason or reasons why you wish to transfer to another education provider.

- i. Please indicate if any of the following apply, and attach evidence where requested.
- ☐ You are providing evidence (attached) that you / your family have changed welfare and accommodation arrangements and these are no longer within a reasonable travelling time from school.
 - ☐ Lourdes Hill College supports your decision to apply for a course that is not offered by this school.
 - ☐ You have received notice you will be reported because you are unable to achieve satisfactory course progress, even after receiving support from Lourdes Hill College to assist you, in accordance with Standard 8 (Overseas student visa requirements) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.
 - ☐ You are providing evidence (attached) of compassionate or compelling circumstances.
 - ☐ Lourdes Hill College is unable to deliver the course in which you are enrolled as outlined in the written agreement.
 - ☐ You are providing evidence (attached) that your reasonable expectations about your current course are not being met.
 - ☐ You are providing evidence (attached) that you were misled by Lourdes Hill College or an education or migration agent regarding Lourdes Hill College or its course and the course is therefore unsuitable to your needs and/or study objectives.
 - ☐ An appeal decision (internal or external) on another matter has been made or recommended in favour of your release from enrolment at Lourdes Hill College.
- ii. Please provide details of any other reason, with evidence if applicable, for why you wish to transfer to another education provider.

Enrolment offer from another registered provider

- ☐ Attach a valid enrolment offer / letter of offer from the education provider to which you wish to transfer.

If you are under 18 years of age

- ☐ If you are under 18 years of age and not in the care of a parent or suitable nominated relative, the valid enrolment offer / letter of offer you are providing must also show that the receiving education provider will accept responsibility for approving your accommodation, support and general welfare arrangements from the date of your proposed release.
- ☐ If you are under 18 years of age, attach written confirmation from your parents or legal guardian showing that you have their support to transfer.

Attach any other relevant documentation as evidence to support your application.

Your application will be assessed once all documentation has been received within 07 working days. Lourdes Hill College may ask for more documentation if it requires it.

Student signature

Date