

## International Student Transfer Request Policy

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CRICOS Number: 03246J ABN: 96 105 961 135

This policy is a requirement under the National Code 2007, Standard 7. Groves Christian College, as a registered CRICOS provider, must ensure students who are enrolled in its accredited courses are aware of the process to place a request for a transfer between registered providers.

### 1. RESTRICTIONS ON TRANSFER BETWEEN REGISTERED PROVIDERS

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 College becomes unregistered
- b. The College 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. LETTER OF RELEASE

Students can apply to the International Student Coordinator 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.

Groves Christian 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 College
- b. It has been agreed by the College the student would be better placed in a course that is not available at Groves Christian College.
- c. Any other reason stated in the policies of Groves Christian College.

Students under 18 years of age MUST also have:

- d. Written evidence that the student's parent(s)/legal guardian supports the transfer
- e. 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
- f. Evidence that the student is always in Department of Immigration approved welfare and accommodation arrangements.

Groves Christian 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. Groves Christian 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 study period.

**3. CONDITIONS REQUIRED BEFORE APPLYING FOR A LETTER OF RELEASE**

In order to apply for a letter of release, all students must first have a letter of offer from the receiving provider.

**4. VISA CONSEQUENCES**

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

Ground Floor  
299 Adelaide Street  
Brisbane QLD 4000

Visit [http://www.border.gov.au/about/contact/offices-locations/australia for street addresses of Department of Immigration Offices in Brisbane and regional centres](http://www.border.gov.au/about/contact/offices-locations/australia%20for%20street%20addresses%20of%20Department%20of%20Immigration%20Offices%20in%20Brisbane%20and%20regional%20centres)

**5. TRANSFER TIMELINE**

All applications for transfer will be considered within 14 working days and the applicant notified of the decision.

**6. TRANSFER REFUSAL**

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 Groves Christian College complaints and appeals policy. The complaints and appeals policy is available at [Groves Christian College](#).