



Student Transfer Request Assessment Policy

- 1) Overseas students are restricted from transferring from their principal course of study for a period of six months of their principal course commencing. This restriction also applies to any course(s) packaged with their principal course of study.
- 2) Students can apply for a letter of release to enable them to transfer to another education provider.
- 3) The School will only provide a letter of release to students in 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 Guildford Grammar School.
 - c) Any other reason stated in the policies of the School
- 4) The School will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged
 - b) There is no valid educational reason, for example, the student wishes to change schools because their friend is at a different school.
 - c) The student has unsatisfactory course progress or attendance and is trying to avoid being reported.
- 5) In order to apply for a letter of release, students must have a letter from the receiving provider that a valid offer of enrolment has been made.
- 6) 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(s)/legal guardian or a suitable nominated relative
 - c) Evidence that the student is always in DIAC approved welfare and accommodation arrangements
- 7) All applications for transfer will be considered within 10 working days and the applicant notified of the decision.
- 8) Students whose request for transfer has been refused may appeal the decision in accordance with the School's complaints and appeals policy. The complaints and appeals policy is available at www.ggs.wa.edu.au/cricos/Complaints_Appeals_Policy.aspx
- 9) In approving the request to transfer to another provider or cancel a student's enrolment, where the School has previously accepted responsibility for the welfare and/or accommodation arrangements for a student, the School reminds students and



Student Transfer Request Assessment Policy

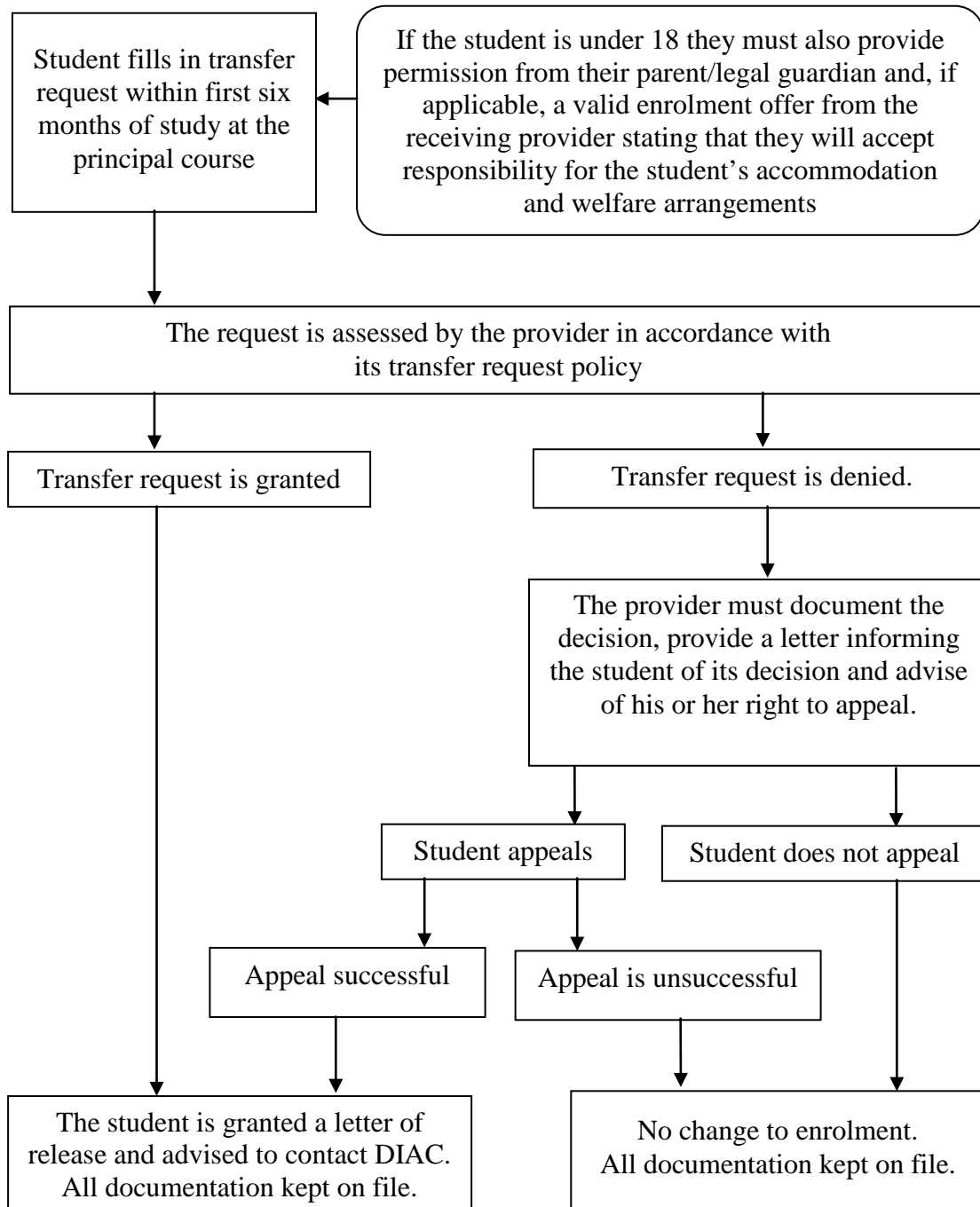
parent(s)/legal guardian that in the event of a student transfer or cancellation, it is the responsibility of the parent(s)/legal guardian to ensure that they maintain the student visa conditions which include ensuring that appropriate welfare and accommodation arrangements are in place for the duration of the student visa or until the student reaches 18 years of age.

- 10) The School will only approve a cancellation of enrolment or a student transfer where the student or parent(s)/legal guardian can demonstrate an offer from another provider to take responsibility for these arrangements upon release from the School or, alternatively, where the parent(s)/legal guardian of the student confirm in writing that the student's welfare and accommodation arrangements are secured upon cancellation of the student's eCOE at the School.
- 11) Where the School approves the release or cancellation of a student's enrolment at the School, it will cancel the associated eCOE at the School after 2 business days. After this time, the School will no longer be responsible for the welfare and accommodation arrangements in place and the student would be expected to remain in the care of the guardians that the parent(s)/legal guardian nominated at the time of enrolment (where an alternative arrangement with a new CRICOS registered provider has not been accepted). Parent(s)/legal guardian are reminded that this may have an impact on the student's visa and they should contact DIAC immediately to ensure that the student's visa is not affected.



Student Transfer Request Assessment Policy

Student transfer request assessment flowchart



In the event that a student is unsatisfied with the Schools handling of a student transfer request, then the student should refer to information on an Independent Conciliator or External Appeal in the School's Complaints and Appeals Policy.



Student Transfer Request Assessment Policy

Application for student transfer/letter of release

Please read the attached Student Transfer Request Assessment Policy before filling out this form to see if you meet the requirements to be granted a letter of release for transfer.

Student name:

Grade:

Current Address in Australia:

Address in home country:

Phone no:

Mobile Ph:

Email address:

Reason for transfer:

Please state why you wish to transfer to another school.

Attachments:

Attach a letter of offer from the institution to which you wish to transfer. If you are under 18 years of age and not in the care of a parent or suitable nominated relative, the letter of offer must also show that the institution will accept responsibility for approving your accommodation, support and general welfare arrangements. For more information on welfare arrangements in the event of a student's transfer, refer to the Student Transfer Request Assessment Policy which is available at www.ggs.wa.edu.au/cricos/Student_Transfer_Policy.aspx

If there are any gaps between school approved accommodation, support and general welfare arrangements please detail any DIAC approved interim arrangements.



Student Transfer Request Assessment Policy

If you are under 18 years of age, please attach a letter from your parents to indicate that you have their permission to transfer

Attach any relevant supporting documentation.

This application will be assessed once all documentation has been received. The school may ask for more documentation if it requires it. Applications are usually processed in 10 working days of all required documentation being submitted.

Student signature

Date

Copy to: Student, Parents/Guardians, Student File



Student Transfer Request Assessment Policy

Letter of release

Student name:

Grade:

Current Address:

Phone no:

Email address:

We have received your application for a letter of release. As the reasons stated in your application fall within the School's Student Transfer Request Assessment Policy, the School is pleased to grant your request.

The School will cancel the associated electronic Confirmation of Enrolment (eCoE) at the School after 2 business days. After this time, the School will no longer be responsible for the welfare and accommodation arrangements in place and the student would be expected to remain in the care of the guardians that the parent(s)/legal guardian nominated at the time of enrolment (where an alternative arrangement with a new CRICOS registered provider has not been accepted). For more information go to the Student Transfer Request Assessment Policy which is available at www.ggs.wa.edu.au/cricos/Student_Transfer_Policy.aspx

You should be aware that your decision to transfer to a different education provider may have visa implications and you should contact the nearest Department of Immigration and Citizenship office as soon as possible to discuss this with them.

If you wish to seek a refund of fees, please refer to the school's Refund Policy provided in/located at www.ggs.wa.edu.au and follow the appropriate procedure.

Headmaster
Guildford Grammar School

Date:

Copy to: Student, Parents/Guardians, Student File



Student Transfer Request Assessment Policy

Letter of refusal to release

Student name:

Grade:

Current Address:

Phone no:

Email address:

We have received your application for a letter of release. As the reasons stated in your application did not meet the School's Student Transfer Request Assessment Policy, or the letter of offer or welfare arrangements proposed were inappropriate, regrettably the School has refused to grant your application. For more information on the School's requirements to allow a student transfer and the appropriate welfare arrangements, refer to the School's Student Transfer Request Assessment Policy which is available at www.ggs.wa.edu.au/cricos/Student_Transfer_Policy.aspx

You have the right to appeal the School's decision within 20 working days in accordance with the School's Complaints and Appeals Policy which is available at www.ggs.wa.edu.au/cricos/Complaints_Appeals_Policy.aspx

If you choose to appeal, until the process is complete, the School will continue to maintain your enrolment and you must attend all classes as normal.

Headmaster
Guildford Grammar School

Date:

Copy to: Student, Parents/Guardians, Student File