



## **Student Transfer Policy**

1. 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 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 Letter of Release.
  2. Students can apply to the International Administration Officer 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.
  3. St John's Anglican 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 school
    - b) It has been agreed by the school the student would be better placed in a course that is not available at St John's Anglican College.
    - c) Any other reason stated in the policies of St John's Anglican 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
    - 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 / legal guardian or a suitable nominated relative
    - c) Evidence that the student is always in Department of Immigration approved welfare and accommodation arrangements.
- [Customise circumstances below as necessary. See also [Transfer between registered providers Explanatory Guide for Standard 7, in particular: Transfer policy – what is reasonable and Reasons for refusing a letter of release](#) ]
5. St John's Anglican 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) St John's Anglican 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 school support services which may assist with making adjustments to a new environment, including academic and personal counselling services
    - e) School fees have not been paid for the current study period.
  6. In order to apply for a letter of release, all students must first have a letter of offer from the receiving provider.

7. 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:
8. See <http://www.immi.gov.au/contacts/australia/index.htm> for street addresses of Department of Immigration Offices in Brisbane.  
Other contact details for Department of Immigration are:  
Tel: 131 881 and E: [student.centre@immi.gov.au](mailto:student.centre@immi.gov.au)
9. If a letter of release is provided by this School it will give information about whether the student has demonstrated a commitment to studies during the course, had a good attendance record for the course, and paid all fees for the course.
10. All applications for transfer will be considered within two working days and the applicant notified of the decision.
11. 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 St John's Anglican College's complaints and appeals policy. The complaints and appeals policy is available at <http://stjohnsanglicancollege.com.au/international-college/international-college-policies> .

**APPLICATION FOR LETTER OF RELEASE FOR TRANSFER FROM  
- ST JOHN'S ANGLICAN COLLEGE  
- TO ANOTHER SCHOOL/PROVIDER**

Student name:

Level:

Current Address in Australia:

Address in home country:

Phone no:

Mobile Ph:

Please state why you wish to transfer to another school/provider.

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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 /school institution will accept responsibility for approving your accommodation, support and general welfare arrangements.

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 College may ask for more documentation if required. Please allow **two** working days for processing of your application.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_