

National Code Standard 7 – Transfer Between Registered Providers

CRICOS Guideline 3.13

Georges River Grammar acceptance of Transfers Policy

Overseas students are restricted from transferring from their principle course of study for a period of six months of the commencement date of that student's principle course of study. This restriction also applies to any course(s) packaged with their principle course of study.

The school can only enrol a student wishing to transfer from another school's course within the first six months of the commencement date of that student's principle course of study if:

- the original school or course in which the student is enrolled has ceased to be CRICOS registered
- the original school has provided a written letter of release
- the original school has had sanctions imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principle course
- any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

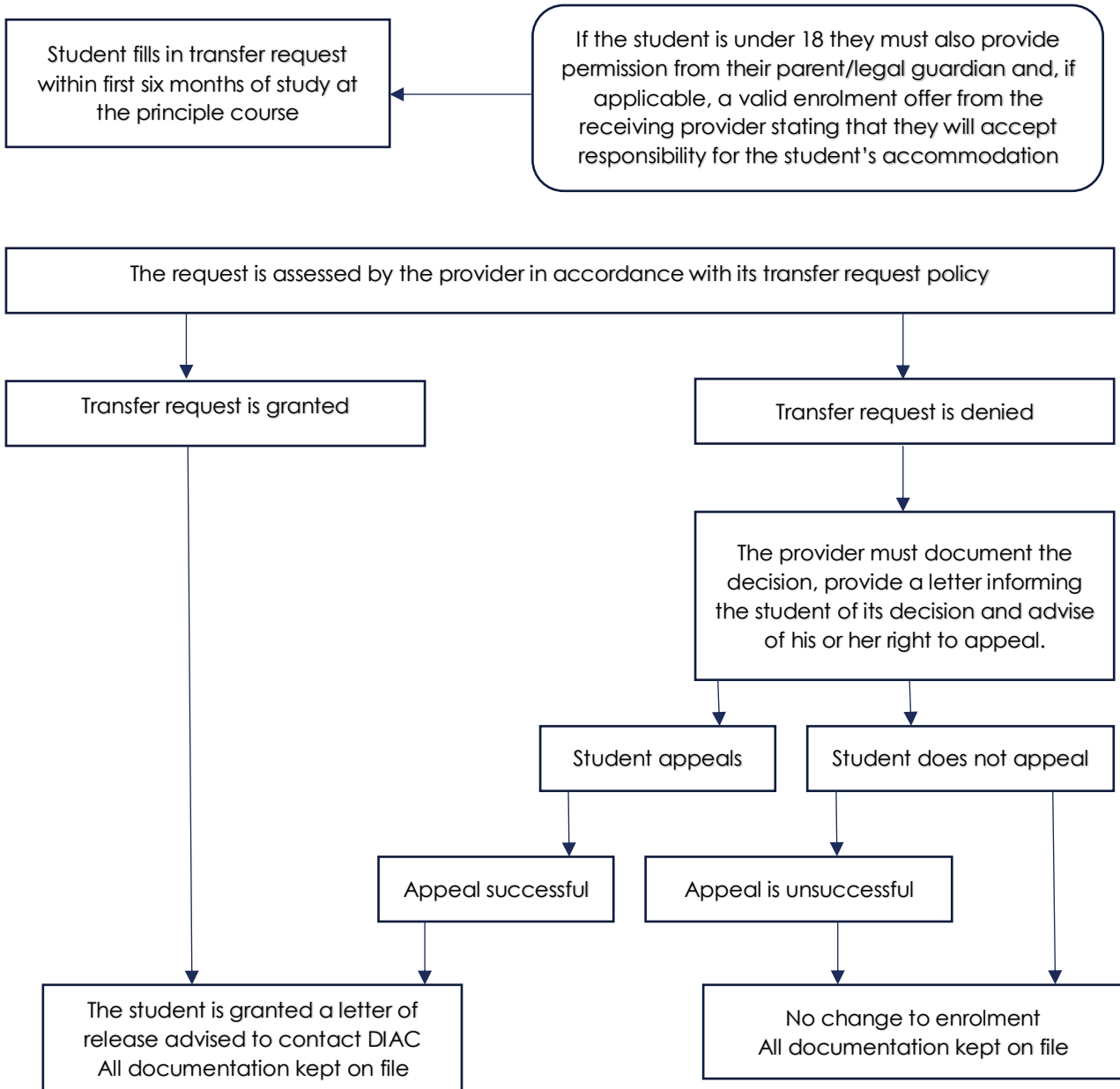
Georges River Grammar's procedure in the event that the School is approached about a transfer to another school

- Contact the current provider to advise that request has been made to GRG. (Enrolment Application required with student details required before contacting the School).
- Determine the situation re position of provider regarding the transfer.
- If agreeable, provide offer letter to student. If not advise student that transfer cannot proceed.
- Where transfer proceeds copies of Transfer Release and Parent's Permission Letter for Transfer to be received and filed in student's record.
- Issue CoE and CAAW as required.
- Record on Release Record listing.

Georges River Grammar Student Transfer Request Assessment Policy

1. Students can apply for a letter of release to enable them to transfer to another education provider at no charge. Applications will be entered in the School's Release Record Listing.
2. Georges River Grammar will only provide a letter of release to students in the first six months of their principle 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 Georges River Grammar
 - c. Any other reason stated in the policies of Georges River Grammar
3. Georges River Grammar will not provide a letter of release to students in the first six months of their principle course in the following circumstances:
 - a. The student's progress is likely to be academically disadvantaged
 - b. Georges River Grammar is concerned that the student's application to transfer is a consequence of the adverse influence of another party
4. 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.
5. 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
6. All applications for transfer will be considered ASAP or within 5 days and the applicant notified of the decision.
7. Students whose request for transfer has been refused may appeal the decision in accordance with Georges River Grammar's complaints and appeals policy. The complaints and appeals policy is available within the overseas student policies on the School Website.

Student transfer request assessment flowchart



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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. (There is no charge for this process)

Student Name: _____

Grade: _____

Current Address in Australia: _____

Address in Home Country: _____

Phone Number: _____

Mobile Number: _____

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.

If there are any gaps between school approved accommodation, support and general welfare arrangements please detail any DIAC approved interim 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 school may ask for more documentation if it requires it. Applications are usually processed in 5 working days.

Student Signature: _____

Date: _____

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Letter of release

Student Name: _____

Grade: _____

Current Address in Australia: _____

Address in Home Country: _____

Phone Number: _____

Mobile Number: _____

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.

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 on the School website and follow the appropriate procedure.

Georges River Grammar

Date:

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Letter of refusal to release

Student Name: _____

Grade: _____

Current Address in Australia: _____

Address in Home Country: _____

Phone Number: _____

Mobile Number: _____

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, regrettably the School has refused to grant your application.

You have the right to appeal the School's decision in accordance with the School's Complaints and Appeals Policy which is attached/available on the School website.

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

Georges River Grammar

Date: