

## International Transfer Request Assessment Policy

### PURPOSE OF THE POLICY

The purpose of this policy is to outline Rockhampton Girls Grammar School's guidelines in relation to any Transfer Request Assessment of international students.

### POLICY

- 1) International 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 Principal 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) Rockhampton Girls Grammar School 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 Rockhampton Girls Grammar School.
  - c) Any other reason stated in the policies of Rockhampton Girls Grammar School.
- 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 the Department of Immigration approved welfare and accommodation arrangements.
- 5) Rockhampton Girls Grammar School 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) Rockhampton Girls Grammar School 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 term/semester.
- 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.
- See <http://www.border.gov.au/about/contact/offices-locations/australia> for street addresses of Department of Immigration Offices in Brisbane and regional centres.
- Students can also contact the Department of Immigration through their web enquiry form: <https://www.border.gov.au/about/corporate/information/forms/online/student-visa-enquiry-form>
- 8) If a letter of release is provided by this School it will give information about whether the student has demonstrated a commitment to students during the course, had a good attendance record for the course, and paid all fees for the course.
- 9) All applications for transfer will be considered within five working days and the applicant notified of the decision.
- 10) 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 Rockhampton Girls Grammar School's Complaints and Appeals Policy. The complaints and appeals policy is available on the website [www.rggs.qld.edu.au](http://www.rggs.qld.edu.au)

#### POLICY RELEASE DETAILS

Date of Policy	Updated August 2016
Approved by	Board August 2016
Review Date	As required by International Education
Access	Public Availability – RGGS Website

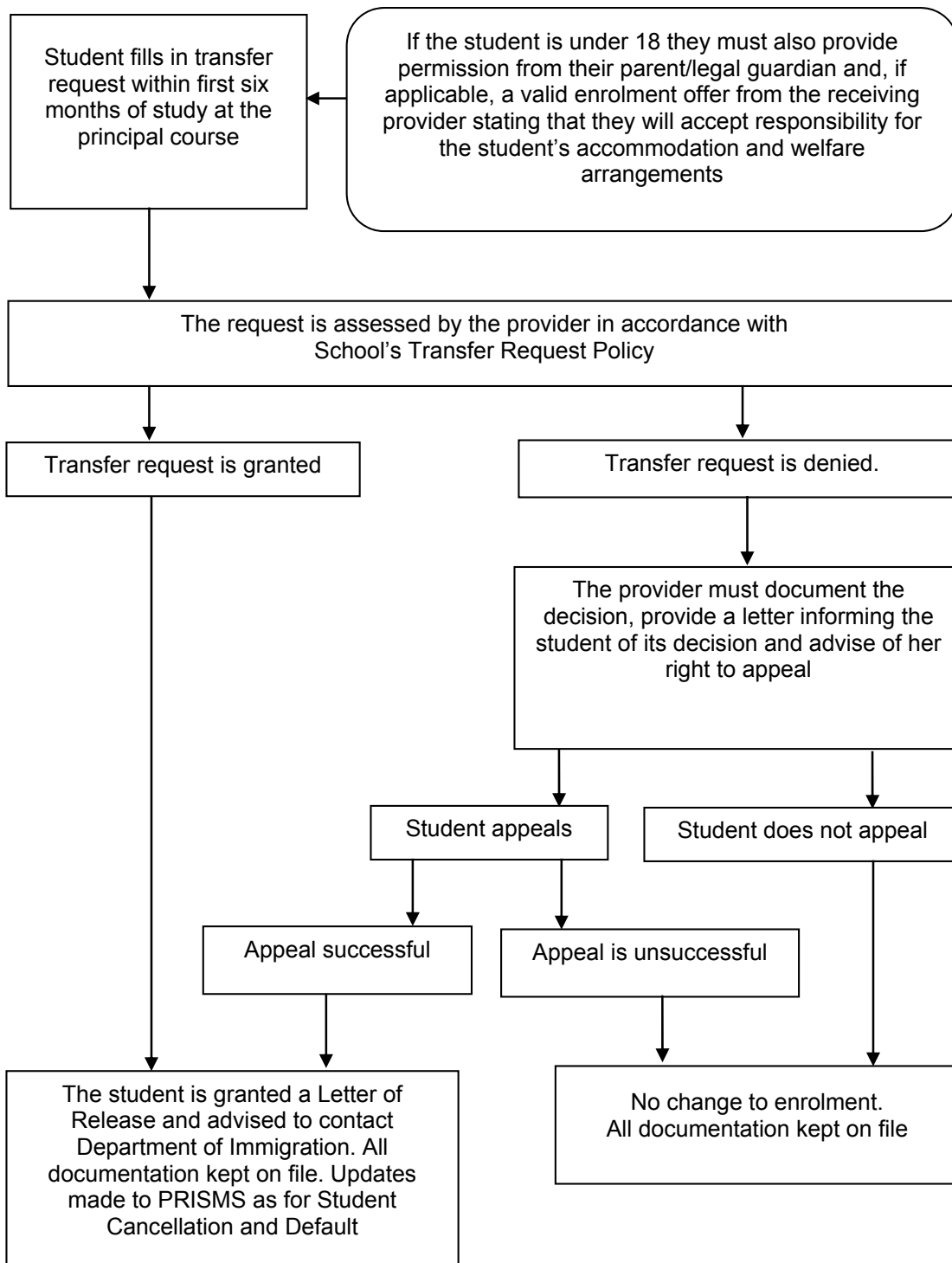
#### RELATED POLICIES AND DOCUMENTS

RGGS International Complaints and Appeals Policy



## Appendix A

### Student transfer request assessment flowchart





Rockhampton Girls  
Grammar School  
Est 1892

## Appendix B

### Application for student transfer/letter of release

Please read the attached Student Transfer Request Assessment Policy before completing this form to see if you meet the requirements to be granted a Letter of Release for transfer.

Student Name		
Year Level		
Current Address in Australia		
		Post Code
Address in Home Country		
		Country
		Post Code
Phone No	Mobile Ph	
Email		

#### Reason for transfer:

Please state why you wish to transfer to another school.

Add details

#### 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 Department of Immigration approved interim arrangements.

If you are under 18 years of age, please attach a letter from your parents/guardian 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 five working days.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date



## Appendix C

### Letter of Release

Student Name		
Year Level		
Current Address in Australia		
		Post Code
Address in Home Country		
	Country	Post Code
Phone No	Mobile Ph	
Email		

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.

While studying in [enter course name/Year levels] at Rockhampton Girls Grammar School from [--/--/-- until --/--/--], [name of student]

- [give statement about whether or not the student demonstrated a commitment to her studies]
- [give statement about whether or not the student had a good attendance record]
- [give statement about whether or not the student paid all fees for course]

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 office as soon as possible to discuss this with them. <http://www.border.gov.au/about/contact/offices-locations/australia>

If you wish to seek a refund of fees, please refer to the School's Refund Policy provided in the International Enrolment Package and located on the website [www.rggs.qld.edu.au](http://www.rggs.qld.edu.au) and follow the appropriate procedure.

Please note that Rockhampton Girls Grammar School's responsibility for your welfare and accommodation arrangements will cease as of [--/--/--] and your new provider will be responsible for approving these arrangements after this date.

[Name]  
Principal  
Rockhampton Girls Grammar School

Date:



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## Appendix D

### Letter of refusal to release

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Student Name

---

Year Level

---

Current Address in Australia

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Post Code

---

Address in Home Country

---

Country Post Code

---

Phone No Mobile Ph

---

Email

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We have received your application for a Letter of Release. As the reasons stated in your application do not meet the School's Student Transfer Request Assessment Policy, regrettably the School has refused to grant your application for the following reason/s:

[Insert Reasons]

You have the right to appeal the School's decision in accordance with the School's Complaints and Appeals Policy which is available on the website [www.rggs.qld.edu.au](http://www.rggs.qld.edu.au)

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

[Name]  
Principal  
Rockhampton Girls Grammar School

Date: