Overseas Student Transfer Policy & Procedure

Policy Name	**Overseas Student Transfer Policy & Procedure**
Constructed /Reviewed by	Executive/Board
Review	**Last Review**: March 2023 **Next Review**: March 2025

This Policy outlines Yarra Valley Grammar (the School)'s policy and procedures for assessing inbound and outbound requests to transfer enrolment as well as its obligations under the National Code of Practice for Providers and Education and Training to Overseas Students 2018 (National Code). This Policy will be made available to staff and all overseas students.

Inbound Transfer Request

Transfers prior to the overseas student completing six months of school sector course

The School will not knowingly enrol an overseas student seeking to transfer from another registered provider's course prior to the overseas student completing six months of their first registered school sector course, except where any of the following apply:

- When the releasing registered provider has provided a written letter of release for the overseas student and has recorded the date of effect and reason for release in PRISMS;
- When the releasing registered provider or the course the student is enrolled in has ceased to be registered;
- When the releasing registered provider has had a sanction imposed on its registration by the ESOS agency preventing the overseas student from continuing their course with that provider; or
- When any government sponsor of the overseas student considers to the change to be in the overseas student's best interests and has provided written support for the change.

Regardless of the above exceptions, if the overseas student is under 18 the School requires received written confirmation that the parent/guardian supports the transfer

Procedure

The applicant must submit a completed Enrolment Application containing all required paperwork and supporting documentation. The Enrolment Application will then be assessed by the School and the applicant may, at the discretion of the School, be required to attend an interview with the Director of Marketing and Admissions and International Students Coordinator. The applicant will then be advised of the outcome of the application as soon as is practicable. If the student is

successful in securing a place after an approved release by the student's current education provider, the School will liaise with the provider for the transfer of CAAW and update PRISMS.

Active recruitment

The School will not actively recruit an overseas student who is already enrolled at another registered provider, regardless of whether or not they have completed six months of the course.

Determination of suitability for transfer

The School will not accept an overseas student who is seeking to change registered providers because of poor grades, poor attitude to study, disciplinary action taken by the school, or when the transfer can be considered detrimental to the overseas student.

Outbound Transfer Request

If the overseas student seeks to transfer from the School before completion of the first six months of their registered school sector course, the School will consider the request in accordance with this Policy and Standard 7 of the National Code.

Request must be in writing

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- a traumatic experience such as involvement in, or witnessing of a serious accident or witnessing or being the victim of a serious crime, and this has impacted the

Granted requests

The School will not cancel the Coe of the overseas student who is allowed to transfer to another