



Citipointe Christian College



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International

OVERSEAS STUDENTS TRANSFER POLICY

The College anticipates that a student will complete their course of study as indicated on their Confirmation of Enrolment (CoE). Students wishing to transfer from our College will need to comply with this Overseas Students Transfer Policy.

The College's Overseas student transfer policy and processes apply to:

- overseas students requesting to transfer prior to completing the first six months of their first registered College sector course or
 - where the student has completed the first six months of their enrolment in their first registered College sector course and wishes to transfer but the provider holds welfare responsibility via a CAAW.
1. Overseas students are restricted from transferring from their first registered school sector course of study for a period of six months. This restriction also applies to any course(s) packaged with their first registered school sector 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 release in PRISMS.
 2. Students can apply to be released by submitting a Student Transfer Request Application at no cost or a written email request to the Registrar, to enable them to transfer to another education provider. However, if a student has not completed the first six months of the first registered school sector course of study or is under 18 years of age, conditions apply.
 3. The College **will** only grant a release in PRISMS to students before completing the first six months of their first registered school sector course in the following circumstances:
 - a) The student has changed welfare and accommodation arrangements with the approval of the College and is no longer within a reasonable travelling time of the College
 - b) The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with the College 's intervention strategy to assist them in accordance with Standard 8 (Overseas student visa requirements).
 - c) The student provides evidence of compassionate or compelling circumstances.
 - d) The College fails to deliver the course as outlined in the written agreement.
 - e) The student provides evidence that their reasonable expectations about their current course are not being met.
 - f) The student provides evidence that he / she was misled by the College or an education or migration agent regarding the College or its course and the course is therefore unsuitable to his/her needs and/or study objectives.
 - g) An appeal (internal or external) on another matter results in a decision or recommendation to release the student. During the internal appeal process, the student's enrolment will be maintained.
 - h) It has been agreed by the College the student would be better placed in a course that is not available at the College
 - i) Any other reason stated in the policies of the 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 application
 - b) Written confirmation that the new provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative
 5. The College **MAY NOT** agree to the transfer before the student completes the first six months of their first registered school sector course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged
 - b) The 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 transfer to another provider, all students must first have a letter of offer from the receiving provider.
- Complete an Application for Student Transfer Form available from the College website or email the College with details required in the transfer policy
 - Give this complete information and a valid offer of enrolment from another provider to the Registrar and/or Head of International for assessment.
 - If under 18 years of age, attach written confirmation of the parent/s or legal guardian/s support for the transfer to the nominated provider.
- In this case, the valid offer of enrolment must also confirm the new provider's acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from the College, in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.
7. The College will assess the student's transfer request application and notify the student of a decision within 10 working days.
8. If the College grants the student's transfer request, the student will be notified and the decision will be reported to the Department of Immigration via PRISMS.
9. If the College intends to refuse the student's transfer application request, the College will provide the student with reasons for refusal in writing and include a copy of the College's complaints and appeals policy (available at: <http://brisbane.coc.edu.au/discover-citipointe/policies/>). The student has the right to access the College complaints and appeals process and has 20 working days to do this. The student's transfer request application will only be finalised in PRISMS after one of the following occurs:
- the student confirms in writing they choose not to access the College's complaints and appeals process, or
 - the student confirms in writing they withdraw from any appeals process they have commenced, or
 - the appeals process is completed and a decision has been made in favour of the student or the College.
10. 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: 299 Adelaide Street Brisbane Qld 4000. Alternatively, students can contact the Department of Immigration through their web enquiry form: <https://www.border.gov.au/about/corporate/information/forms/online/student-visa-enquiry-form>.

Student who are no longer subject to the transfer restriction but where the College holds welfare responsibility via a CAAW.

11. Students under 18 years of age MUST have:
- Written evidence that the student's parent(s)/legal guardian supports the transfer application
 - Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative
12. To apply for transfer to another provider, students may need to:
- Complete an Application for Student Transfer Form available from or email the College with details required in the transfer policy
 - Give this complete information and a valid offer of enrolment from another provider to the Registrar and/or Head of International for assessment and response within 10 working days.
 - If under 18 years of age, attach written confirmation of support for the transfer to the nominated provider by a parent/s or legal guardian/s.
- In this case, the valid offer of enrolment must confirm acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from Name of School in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.
13. The College will negotiate the welfare transfer date with the receiving provider and will advise the student of the welfare transfer date within 10 working days.
14. Transfers 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>. Alternatively, students can contact the Department of Immigration through their web enquiry form: <https://www.border.gov.au/about/corporate/information/forms/online/student-visa-enquiry-form>.

Overseas Students Seeking Transfer Into the College

- The College 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 his or her principal course (or for the school sector, until after the first six months of the first registered school sector course), except where any of the following apply:
 - the releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered

- ii. the releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that registered provider
 - iii. the releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS
 - iv. any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change.
2. Prior to accepting a student wishing to transfer from another provider, the College will apply criteria for course entry requirements, and should be satisfied that the student has demonstrated a commitment to studies during the course, had a good attendance record for the course, and has paid all fees for the course. The College can require the student to provide evidence that all 3 criteria have been met during their enrolment at their previous provider.
3. If the intending student is under 18 years of age, the College will need to give a written undertaking to take over welfare from the student's date of release. This information will be included with the Letter of Offer. The College will not create a CoE until PRISMS shows that the student is released by the current provider. The welfare responsibility will transfer from the releasing provider to the College 7 days from the student's last day of study with the releasing provider, unless the College and the releasing provider agree to a different date.

Management of records

The College will maintain records of all requests from overseas students for a release and the assessment of, and decision regarding, the request for two years after the overseas student ceases to be an accepted student