



WESLEY COLLEGE

By daring & by doing

## TRANSFER POLICY FOR FULL-FEE PAYING OVERSEAS STUDENTS

In the Schools sector, international students are restricted from transferring to another Provider until they have completed the first six months of their first school course, not the principal course.

Wesley College will not consider or accept an application from an overseas student unless the transfer reason meets an exception under the National Code (Standard 7).

- The releasing registered Provider, or the course in which the student is enrolled, has ceased to be registered
- The releasing registered Provider has had a sanction imposed on its registration by the ESOS agency that prevents the student from continuing his or her course at that registered Provider
- A student release and transfer date for welfare arrangements has been agreed (with no gap) and the releasing registered Provider has recorded the date of effect and reason for release in PRISMS
- Any government sponsor of the student considers the change to be in the student's best interests and has provided written support for the change.

### STEPS TO REQUEST A TRANSFER:

If a student wishes to transfer from Wesley to another Provider during the first six months:

- A transfer request must be made in writing to the Headmaster, clearly outlining the reasons for the request. If under 18 years of age, the request must be from the student's parents. If over 18 years of age, Wesley College still requires a written communication from the student's parents, indicating their support for the transfer
- The request will be responded to as soon as practicable, but certainly within 10 working days.
- Wesley College will always consider the wellbeing of the student when considering a transfer request, and uphold the requirements of the National Code (Standard 7).

### A TRANSFER MAY BE APPROVED IF:

Wesley College will grant a transfer request because it is in the student's best interests, including but not limited to where the Headmaster has assessed that:

- The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging an intervention strategy to assist the student in accordance with Standard 8 (*Overseas student visa requirements*)
- There are compassionate or compelling circumstances
- Wesley College is unable to deliver the agreed course as outlined in the written agreement, and there is evidence that the student's reasonable expectations about their current course are not being met

- The student demonstrates that the new course more appropriately meets the capabilities and/or long term goals of the student
- The student wishes to gain access to greater support (*including academic, cultural and personal*) with a new Provider
- There is evidence that the student was misled by Wesley and the course is therefore unsuitable to their needs and/or study objectives
- An appeal (*internal or external*) on another matter results in a decision or recommendation to release the student.
- The student's enrolment has been suspended or cancelled
- If the student has a valid offer of enrolment from a new provider, and the Provider has indicated their willingness to accept welfare responsibility for the student if he is under 18 years of age.

**If a release is granted:**

- There will be no cost to the student
- The student must contact the Department of Home Affairs to seek advice on whether a new student visa is required
- The College will inform the student in regard to their visa obligation to maintain their current welfare arrangements until the transfer date, or have alternate welfare arrangements approved, or return to their home country, until the new approved welfare arrangements take effect.

**TRANSFER REFUSED**

A transfer may be refused if the following occurs:

- The student does not have permission from his parents or legal guardians
- The student is unable to provide a valid offer of enrolment with a new Provider

The College will notify the student (and parents) in writing, the reasons for the refusal. The student (and parents) then have 20 working days to access the Complaints and Appeals process (*in accordance with Standard 10 of the National Code*).

In the event of an appeal, Wesley will not finalise the student's refusal status in PRISMS until the appeal finds in favour of Wesley, or the student has chosen not to access the Complaints and Appeals processes within the 20 working day period, or the student withdraws from the process.

**MAINTAINING TRANSFER REQUEST RECORDS**

Wesley College will maintain records of all requests from overseas students for a release (and the assessment of, and decision regarding the request) in perpetuity in the College archive, after the overseas student ceases to be an accepted student.

*Reference 'Records Management Policy' Whole School Policy*