



1. Aim

The purpose of this policy is to provide parents/guardians and overseas students with information regarding the requirements for overseas' student transfer between providers.

2. Scope

This policy applies to overseas students enrolled at Launceston Church Grammar School in accordance with CRICOS registration.

3. Legislation

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018: Standard 7

4. Relevant Documentation

Launceston Grammar Application for International Student Transfer
Launceston Grammar Overseas Student Letter of Release
Launceston Grammar Overseas Student Refusal to Release

5. Policy Information

Overseas students enrolled in school sector courses cannot transfer between registered providers prior to completing six calendar months of their first school course (as opposed to the principal course for all other overseas students).

If a Launceston Grammar overseas student wishes to transfer within the six month period, a letter of release from the School must be obtained or they must meet one of the other conditions listed below:

- Launceston Grammar or the course in which the overseas student is enrolled, has ceased to be registered;
- Launceston Grammar has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing their course with that registered provider;
- any government sponsor of the overseas student considers the change to be in the overseas student's best interest and has provided written support for the change. This usually applies where the overseas student's study in Australia is sponsored by the government of another country.

If the overseas student has to complete a non-school sector course prior to commencing at Launceston Grammar, for example ELICOS, they are restricted from transferring during this course.

Overseas students can transfer without needing a release or meeting one of the above conditions after completing six calendar months of their first registered school course.



6. Procedure

The overseas student should complete the Launceston Grammar Application for International Student Transfer and provide a copy of the letter of offer from the school to which they wish to transfer.

If the overseas student is under 18 years of age and not in the care of a parent or suitable nominated relative holding a Student Guardian Visa, the letter of offer must also show that the institution will accept responsibility for approving the overseas student's accommodation, support and general welfare arrangements. It is the responsibility of the receiving provider (under Standard 5) to ensure that there are no gaps in welfare arrangements. This may include agreeing to accept welfare responsibility at an earlier time.

The application must also include a letter signed by the overseas student's parents/guardian, to indicate that the student has their permission to transfer. Email letters are not acceptable.

The overseas student must also provide any other relevant supporting documentation to support the request.

The application will be assessed once all documentation has been received. Launceston Grammar may ask for more documentation if required. Applications are usually processed in ten (10) working days.

The School will grant the transfer request if it is in the overseas student's best interest, including but not limited to, those listed in Standard 7.2.2.1 to 7.2.2.6 of the National Code.

The School will consider the circumstances which it may consider to be reasonable grounds to refuse the transfer request. The student and parent/guardian will be advised by email, a formal letter is not required.

All overseas students must consider whether a change in enrolment breaches a visa condition. Please refer to the Department of Home Affairs website – www.homeaffairs.gov.au

7. Record Keeping

This document will be kept for three (3) years until review, unless there is a significant legislative organisational change requiring earlier review.

A copy of this document will be located on myGrammar under Policies and Procedures and the master copy held in files by the Compliance Officer.



DOCUMENT CONTROL			
Author	Head of Enrolments	Approval Date	August 2023
Status	Approved	Last Review Date	May 2023
Version	2	Next Review Date	May 2026
Location: All School Policies can be found on the Policies and Procedures page on myGrammar			
Signature of Approver:			
Position of Signatory: Principal			



OUR REF: RCF/ STUDENT FAMILY NAME / FIRST NAME

DD Mmm YYYY

Salutation
Address 1
CITY STATE PCODE

Dear Salutation

**Re: Letter of Release from Enrolment at Launceston Grammar – Standard 7
Student Family Name, Student Given Name/s Student DOB**

We have received your request and application for a letter of release. As the reasons stated in your application fall within the School's policy for an overseas student transfer to another provider, Launceston Church Grammar School is prepared to grant your request.

You should be aware that your decision to transfer to a different school may have visa implications and you must contact the Department of Home Affairs as soon as possible to discuss this. Your COE and CAAW with Launceston Grammar will be cancelled one (1) day after your last enrolled day at Launceston Grammar.

Please refer to the School's refund policy in order to discuss finalisation of your fees account at the School. The refund policy is stated in your letter of offer and appears on the School Schedule of Fees. You must also complete the attached Student Withdrawal Form, and ensure that any items belonging to the School are returned prior to your last day.

Yours sincerely

Dale Bennett
Principal

Cc: International Student Coordinator
Head of Senior Campus
Chief Financial Officer

Head of Boarding
Head of Teaching and Learning
Registrar