



1. Preamble

The *National Code of Practice for Providers of Education and Training to Overseas Students 2018* sets out that in the education sector, providers must not knowingly enrol a Full Fee-Paying Overseas Student (FFPOS) seeking to transfer from another registered provider prior to completing six months of their registered course except under certain conditions outlined in the National Code (Standard 7). The provider must also have and implement a documented policy and process for assessing FFPOS transfer requests.

2. Purpose

The purpose of this Policy is to ensure that both Full Fee-Paying Overseas Students and their parents are aware that providers have restrictions on FFPOS transfers and must abide by these when accepting new FFPOS.

3. Definitions

Compassionate or compelling circumstances are circumstances beyond the control of the student which are having an impact on the student's wellbeing or progress through a course. These are determined by Christ Church Grammar School, but could include:

- Serious illness, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided)
- Major political upheaval or natural disaster in the home country requiring emergency travel which has impacted on the student's studies or
- A traumatic experience, which could include
- Involvement in or witnessing of a serious accident; or
- Witnessing or being victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologist's reports)
- A global pandemic preventing the student from leaving his home country or border closures preventing entry to Australia
- Where Christ Church Grammar School is unable to offer a pre-requisite unit, or the student has failed a prerequisite unit and therefore faces a shortage of relevant units for which he is eligible to enrol

Day means any day including weekend and public holidays in or out of term time

National Code means *National Code of Practice for Providers of Education and Training to Overseas Students 2018*

Student means a full fee-paying overseas student

4. Policy principles

4.1 Procedure to request a transfer from Christ Church Grammar School to another school

If a student wishes to transfer from Christ Church Grammar School to another provider, he must:

- Request the transfer in writing to the Principal with clear reasons stated for the request. If the student is under 18 years old, the request must come from his parents. If the student is over 18 years old, the request must be accompanied by a letter in support of the transfer by the student's parents
- The request will be responded to within 14 days
- Christ Church Grammar School will uphold the requirements of Standard 7 of the National Code when assessing the transfer request

4.2 Transfer Approval

The transfer is usually approved if one or more of the following criteria are met:

- The students' enrolment has been suspended or cancelled
- The student has demonstrated a continued lack of engagement, absenteeism or behavioural issues
- The School judges that it is in the best interests of the student for academic, personal, or cultural reasons
- The student demonstrates that the course offered by the new provider more appropriately meets his capabilities and/or long-term goals
- Christ Church Grammar is no longer able to deliver the agreed course outline as per the written agreement
- There are compassionate or compelling reasons

Christ Church Grammar School will only permit a transfer to another provider once it is assured that the new provider has accepted responsibility for the student's safety, accommodation, and welfare. Documentation from the new provider with evidence of this will be required prior to permission for transfer being given.

If the release is granted, the student must contact the Department of Home Affairs to seek advice on whether a new Student Visa is required.

4.3 Transfer Refused

Transfer to another provider may be denied if one or more of the following conditions apply:

- The is unable to provide an offer letter and welfare arrangements from the new provider

- The student does not have permission or support from his parents
- The student is trying to avoid being reported to the Department of Home Affairs for failing to meet attendance and progress requirements

Where the School intends to refuse a request for transfer, the student will be informed in writing of the reason(s) for the refusal and the student's right to access the provisions of the School's Disputes and Complaints Policy within 20 working days.

The School will not finalise the student's refusal status in PRISMS until the appeal process is concluded or the overseas student chooses not to access the complaints processes within the 20 working day period or withdraws from the process.

4.4 Transfer to Christ Church Grammar from another provider

The School will not knowingly enrol a student wishing to transfer from another school or registered provider prior to the student completing six months of his course except where:

- The original provider is no longer registered
- The course in which the student was enrolled is no longer provided
- The original provider has granted the release and confirmed this in writing
- The original registered provider has a sanction imposed on its registration by the ESOS Agency that prevents the student from continuing his course at that provider

Christ Church Grammar School may accept new students from another provider if they provide a letter of release and support from their previous provider.

5. Related Legislation and Policies

School Education Act 1999

Education Services for Overseas Students Act (2000)

Education Service Providers (Full Fee Overseas Students) Registration Act 1991

National Code of Practice for Providers of Education and Training to Overseas Students 2018

Code of Conduct for all Students

Disputes and Complaints Policy

FFPOS Deferment, Suspension and Cancellation of Studies Policy

FFPOS Monitoring Course Progress and Attendance Policy

FFPOS Refund Policy

Students Attendance Policy

Document title: Full Fee-Paying Overseas Students Transfer Policy	CRICOS:00433G
Date originally approved: 25 July 2023	Approving Authority: Executive
Date this version approved: 25 July 2023	Date to be reviewed: 25 July 2026
Policy Custodian: Principal	Policy Category: Administration Page 3 of 3