

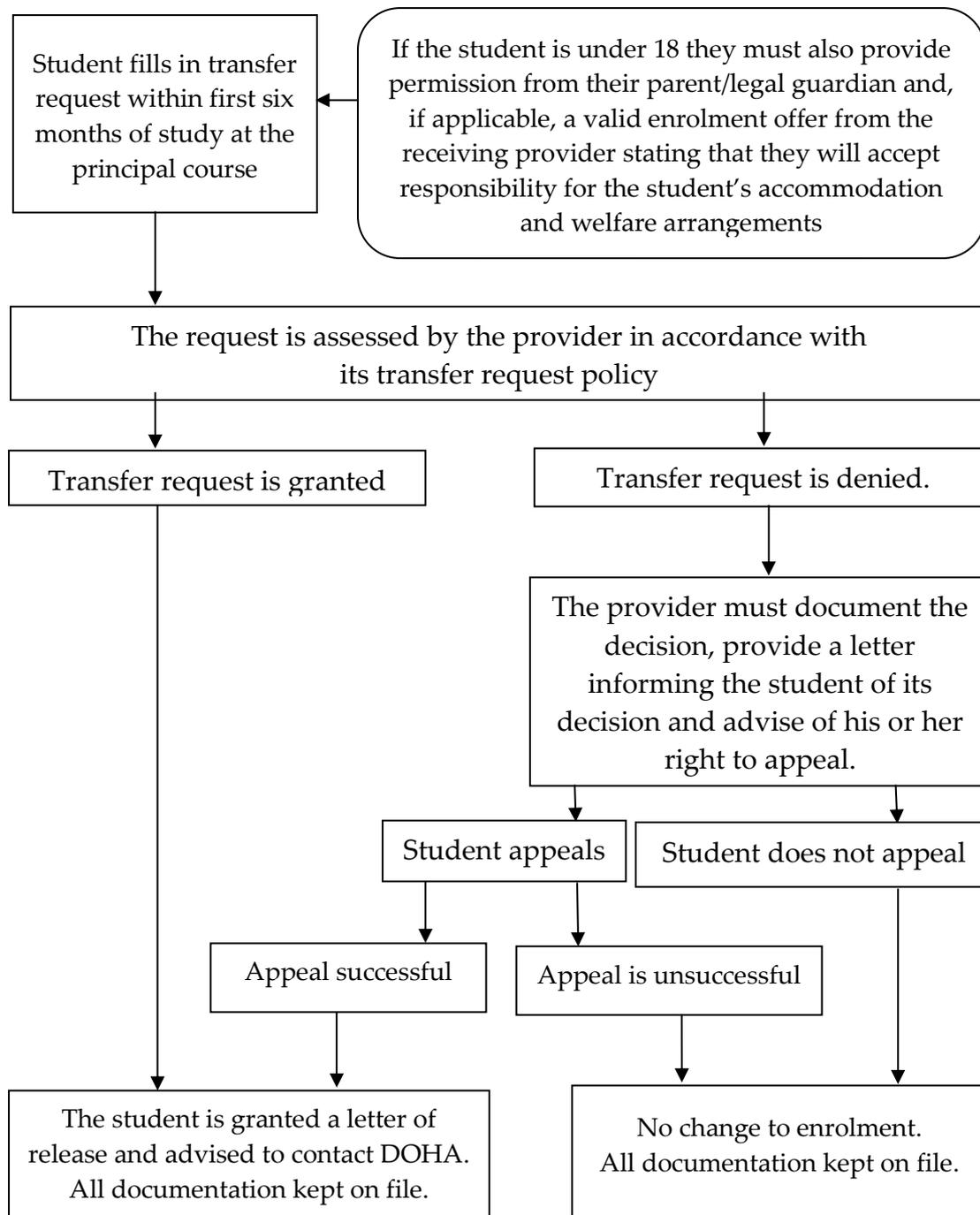


Student Transfer Policy and Request

- 1) *Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.*
- 2) *Students can apply for a letter of release to enable them to transfer to another education provider.*
- 3) *A letter of release, if granted, will be issued at no cost to the student however the student is then required to contact DOHA to seek advice on whether the new visa is required.*
- 4) *St Brigid's College will only provide a letter of release to students in the first six months of their principal course in the following circumstances:*
 - a) *The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school.*
 - b) *It has been agreed by the school the student would be better placed in a course that is not available at St Brigid's College.*
 - c) *Any other reason stated in the policies of St Brigid's College.*
- 5) *St Brigid's College will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:*
 - a) *The student's progress is likely to be academically disadvantaged.*
 - b) *St Brigid's College is concerned that the student's application to transfer is a consequence of the adverse influence of another party.*
- 6) *In order to apply for a letter of release, students must have a letter from the receiving provider that a valid offer of enrolment has been made.*
- 7) *Students under 18 years of age MUST also have;*
 - a) *Written evidence that the student's parent(s)/legal guardian supports the transfer.*

- b) *Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative.*
 - c) *Evidence that the student is always in DOHA (Department of Home Affairs) approved welfare and accommodation arrangements.*
- 8) *All applications for transfer will be considered within 10 working days and the applicant notified of the decision.*
 - 9) *Students whose request for transfer has been refused may appeal the decision in accordance with St Brigid's College's complaints and appeals policy. The complaints and appeals policy is available on the College website at www.sbcl.wa.edu.au.*
 - 10) *St Brigid's College will not finalise the student's refusal status in PRISMS until the appeal finds in favour of St Brigid's College, or the overseas student has chosen not to access the complaints and appeals process within the 20 working day period, or the student withdraws from the process.*
 - 11) *St Brigid's College will retain records of all students for release and the assessment of, and decision regarding, the request for a minimum of two years after the student ceases to be an accepted student.*

Student transfer request assessment flowchart



Student Application for transfer/letter of release

Please read the attached Student Transfer Request Assessment Policy before filling out this form to see if you meet the requirements to be granted a letter of release for transfer.

Student name:

Grade:

Current Address in Australia:

Address in home country:

Phone no:

Mobile Ph:

Email address:

Reason for transfer:

Please state why you wish to transfer to another school.

Attachments:

Please **attach a letter of offer from the institution to which you wish to transfer.**

If you are under 18 years of age and not in the care of a parent or suitable nominated relative, the letter of offer must also show that the institution will accept responsibility for approving your accommodation, support and general welfare arrangements.

If there are any gaps between school approved accommodation, support and general welfare arrangements please detail any DOHA approved interim arrangements.

If you are under 18 years of age, please attach a letter from your parents/guardians to indicate that you have their permission to transfer.

Attach any relevant supporting documentation.

This application will be assessed once all documentation has been received. The school may ask for more documentation if it requires it. Applications are usually processed in 7 working days.

Student signature

Date