

STUDENT TRANSFER REQUEST POLICY

Full Fee Paying Overseas Student (FFPOS)

The Independent Schools Council of Australia (ISCA) represents the interests of the independent school sector at the federal level. The following is based on the policy of ISCA:

Overseas students are restricted from transferring from their principle course of study for a period of six months. This restriction also applies to any course(s) packaged with their principle course of study except:

- If the student's course or school becomes unregistered.
- A Government sponsor (where applicable) considers a transfer to be in the best interests of the student.
- If the student is granted a letter of release.

Students can apply for a letter of release (at no charge) to enable them to transfer to another education provider through the Overseas Student Coordinator (OCR) with final approval resting with the Principal.

Kambala will only provide a letter of release to students in the first six months of their principle course in the following circumstances:

- The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the School.
- It has been agreed by the School that the student would be better placed in a course that is not available at Kambala.
- Any other reason stated in the policies of Kambala.

Students under 18 years of age **must** have:

- Written evidence that the student's parent(s)/legal guardian supports the transfer.
- 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.
- Evidence that the student is always in DIPB approved welfare and accommodation arrangements.

Kambala will not provide a letter of release to students in the first six months of their principal course in the following circumstances:

- The student's progress is likely to be academically disadvantaged.
- Kambala is concerned that the student's application to transfer is a consequence of the adverse influence of another party.

Applying for a letter of release

To apply for a letter of release from Kambala you must first have a letter of offer from another registered provider. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration and Border Protection as soon as possible to discuss any implications. Contact details for the nearest DIBP office are: Ground Floor, 26 Lee Street, Sydney NSW 2000. Telephone: +61 131 881. Email: student.centre@immi.gov.au.

The letter of release, whether from this school or another registered provider, must show the reason for transfer and provide evidence demonstrating the student's commitment to studies, attendance records and all fees for the course have been paid.

The application to transfer and letter of release will be considered within 10 working days and the student notified of the decision;

- should the request to transfer be denied the student will be advised in writing by the Principal.
- the student may appeal the decision under Kambala's Complaints and Appeals Policy.