

HALE SCHOOL GUIDELINES

GUIDELINE:	Overseas Student Transfer between Registered Providers
LAST REVIEW:	January 2020
POLICY AREA:	Student, Curriculum and Co-curricular
DIRECT RESPONSIBILITY:	Registrar
NEXT REVIEW:	January 2021

Overseas students are restricted from transferring from their principal course of study for a period of six months.

Students can apply for a letter of release to enable them to transfer to another education provider.

Hale School will only provide a letter of release to the student's parents in the first six months of commencement of their 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 Hale School
- c) The school is unable to provide an effective educational programme
- d) There is a high level of absenteeism
- e) There is a lack of engagement
- f) There are behavioural issues
- g) Any other rationale consistent with the policies of Hale School

Hale School will NOT provide a letter of release to students in the first six months of their course in the following circumstances:

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

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.

Students under 18 years of age MUST also have:

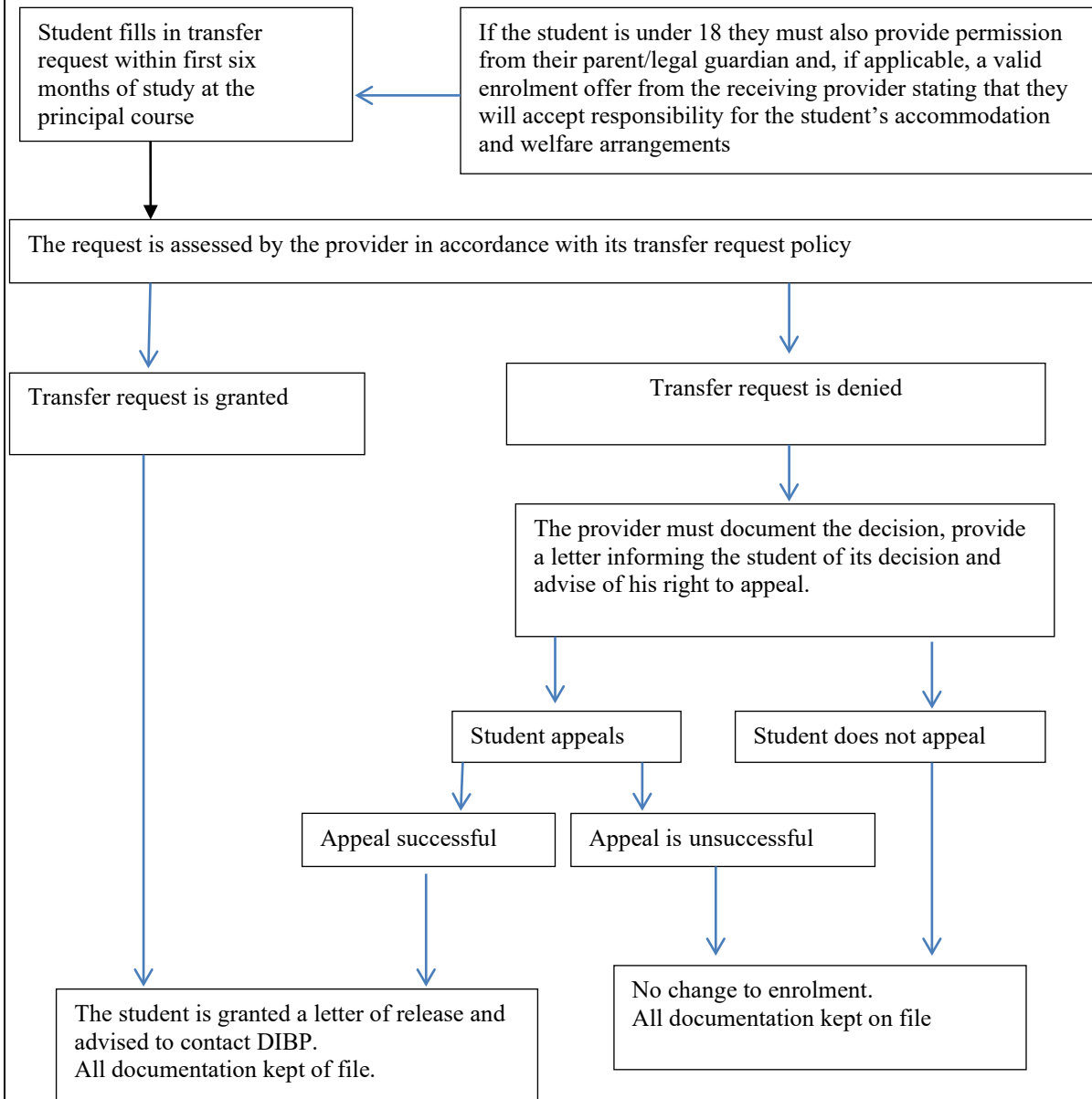
- a) Written evidence that the student's parents(s)/legal guardian supports the transfer
- b) Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative
- c) Evidence that the student is always in Department of Home Affairs approved welfare and accommodation arrangements

All applications for transfer will be considered with 20 working days and the applicant notified of the decision.

Students whose request for transfer has been refused may appeal the decision in accordance with Hale School's complaints policy.

The following flow chart illustrates the process for assessing student transfer applications:

Student transfer request assessment flowchart



Attached are copies of:

- Application for student transfer form
- Letter of release
- Letter of refusal to release.



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

Student Name:

Year Level:

Address in Home Country:

.....

.....

.....

Phone No:

Email address:

Please state who you wish to transfer to another school.

Attachments:

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 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 DIBP approved interim arrangements.

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

Attach any relevant supporting documentation

This application will be assessed once all documentation had been received. The school may ask for more documentation if it requires it. Applications are usually processed in 20 working days.

Student Signature

Date

Father's name and signature

Date

Mother's name and signature

Date



Letter of Release

Student Name:

Year Level:

Address in Home Country:

.....

.....

.....

Phone No:

Email address:

We have received your application for a letter of release. As the reasons stated in your application fall within the School's Student Transfer Request Assessment Policy, the school is pleased to grant your request.

You should be aware that your decision to transfer to a different education provider may have visa implications and you should contact the nearest Department of Immigration and Boarder Protection office as soon as possible to discuss this with them.

If you wish to seek a refund, please refer to the school's Refund Policy and follow the appropriate procedures.

Hale School

Date:



Letter of Refusal to Release

Student Name:

Year Level:

Address in Home Country:
.....
.....
.....

Phone No:

Email address:

We have received your application for a letter of release. As the reasons stated in your application did not meet the School's Student Transfer Request Assessment Policy, regrettably the school has refused to grant your application.

You have the right to appeal the school's decision in accordance with the school's Complaints Policy.

If you choose to appeal, until the process is complete, you must continue to maintain your enrolment and attendance at all classes as normal.

Hale School
Date: