

*Overseas Students:
Transfer Request Assessment Policy*

CRICOS 01256A



ST ANDREWS
CHRISTIAN COLLEGE

INSPIRED BY
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Overseas Students: Transfer Request Assessment Policy

PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”

POLICY DOCUMENT INFORMATION

TITLE:	Overseas Students: Transfer Request Assessment Policy
AUTHORS:	P. Connolly; M. Lepileo
ACKNOWLEDGEMENTS:	
PURPOSE:	To provide policy and direction for all the College Community.
RELATED DOCUMENTS:	

KEY DATES

ISSUE DATE:	August 2016
REVIEW DATE:	2019



1. STUDENT TRANSFER REQUEST ASSESSMENT POLICY

- 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.
- Students can apply for a letter of release to enable them to transfer to another education provider.
- St Andrews Christian College will only provide a letter of release to students in the first six months of their enrolment at the school in the following circumstances:
 - It has been agreed by the school that the student would be better placed in a course that is not available at St Andrews Christian College.
 - Any other reason stated in the policies of St Andrews Christian College.
- St Andrews Christian College will NOT provide a letter of release to students in the first six months of their enrolment at the school in the following circumstances:
 - The student's progress is likely to be academically disadvantaged.
 - St Andrews Christian College 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:
 - 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 DIAC approved welfare and accommodation arrangements
- All applications for transfer will be considered within 10 working days and the applicant notified of the decision.
- Students whose request for transfer has been refused may appeal the decision in accordance with the school's complaints and appeals policy.