

## Overseas Student Transfer Policy International Students

For further information please email:  
Admissions Office  
admissions@carey.com.au

The *Application for Enrolment* is also  
available online at [carey.com.au](http://carey.com.au)

The following School Rules, Policies and  
Forms can be found on our Website:

- Child Safe Policy
- Reporting Child Abuse Procedure
- Complaints and Appeals Policy
- Overseas Student Transfer Policy
- Student Behaviour
- Uniform and Appearance
- Privacy
- Enrolment Procedure and Policy –  
International Students
- Fee Schedule and Further  
Information – International  
covering:

*Annual Fees and Additional Charges,  
Withdrawal of a Student, Uniform  
and Books, Digital Learning Program*

- Term dates/holidays
- Curriculum (pathways) information  
([pathways.carey.com.au](http://pathways.carey.com.au))

After orientation further School Policies  
and Information become accessible on  
CareyLink.

Carey Baptist Grammar School Limited  
ABN 83 051 576 062 CRICOS #00135G

\* Fees and Condition of Enrolment are  
subject to change without notice

February 2018



### 1. Purpose

Carey Baptist Grammar School (**Carey**) acknowledges its legislative responsibility to assess requests from overseas students for a transfer into and out of Carey. This policy has been developed in accordance with Standard 7 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018).

This policy outlines the circumstances in which Carey will assess inbound and outbound requests from overseas students to transfer enrolment to or from another registered provider.

### 2. Definitions

Key Term or Acronym	Definition
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students - Database of every course and institution that recruits, enrolls and teaches overseas students.
DIBP	Department of Immigration and Border Protection – The Australian Federal Government’s administrative division on all immigration and visa matters.
ESOS Act 2000	The Education Services for Overseas Students Act 2000 – This Act regulates the delivery of education services to international students.
National Code 2018	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 - Nationally consistent standards and procedures for providers who deliver international education services.
Overseas student	Full fee paying Overseas Student
ELICOS	English Language Intensive Courses for Overseas Students
Six months study period	The first six months is calculated as six calendar months from the date an overseas student commences their first registered school sector course.

### 3. Policy Statement

#### Inbound Transfer Requests

- 3.1 Inbound transfer prior to completing six months of registered school sector course  
Carey will not knowingly enrol an overseas student seeking to transfer from another registered provider’s course prior to the overseas student completing six months of their first registered school sector course, except where any of the following apply:
- When the releasing registered provider has provided a written letter of release for the overseas student and has recorded the date of effect and reason for release in PRISMS;
  - If the overseas student is under 18 and the School has received written confirmation that the parent/guardian supports the transfer
  - When the releasing registered provider or the course the student is enrolled in has ceased to be registered;
  - When the releasing registered provider has had a sanction imposed on its registration by the ESOS agency preventing the overseas student from continuing their course with that provider; or
  - When any government sponsor of the overseas student considers to the change to be in the overseas student’s best interests and has provided written support for the change.

#### 3.2 Procedure for managing requests for inbound transfer

- 3.2.1 The applicant must submit a completed Enrolment Application containing all required paperwork and supporting documentation. All students requesting a transfer to Carey must provide a statement of course progress from their current course provider and must have a letter of offer before formally applying to transfer to the school.

- 3.2.2 The Enrolment Application will then be assessed by Carey. Carey will check the study duration of a prospective overseas student before proceeding with enrolment, establishing whether the student has completed six months of their first registered school sector course;
- 3.2.3 All requests for transfer of students under the age of 18 must be supported by the student's parent or legal guardian in writing;
- 3.2.4 The applicant may, at the discretion of Carey, be required to attend an interview with the Admissions Manager.
- 3.2.5 The applicant will be advised of the outcome of the application within 10 working days of receipt (at no cost to the applicant). Carey will advise students of the outcome of the transfer request in writing either by mail or email;
- 3.2.6 In cases where a transfer is accepted and the student is not being cared for in Australia by a parent or legal guardian, Carey will ensure that appropriate welfare arrangements are in place, including accommodation, guardianship and general welfare arrangements;
- 3.2.7 A transfer cannot take place until the original transfer school provides a copy of the CoE and CAAW to Carey in addition to a letter of release;
- 3.2.8 If the student is successful in securing a place after an approved release by the student's current education provider, the School will liaise with the provider for the transfer of CAAW and update PRISMS.

### **3.3 Refusal for inbound transfer**

- 3.3.1 Carey may refuse a transfer into Carey if:
  - the request concerns an overseas student under the age of 18 and there is no written evidence that the student's parent or legal guardian has provided support for the transfer;
  - enrolment is considered detrimental to the student;
  - the student does not meet entry testing requirements;
  - the School cannot meet the long-term goals of the student, whether these relate to future work, education or personal aspirations;
  - the student is trying to avoid being reported to DIBP for failure to meet the providers attendance or academic progress requirements; and
  - the student has displayed unruly behaviour or is seeking to change registered providers because of poor grades, poor attitude to study, disciplinary action taken by the school, or when the transfer can be considered detrimental to the overseas student.
- 3.3.2 If the registered provider intends to refuse the transfer request, they must inform the overseas student in writing of:
  - the reasons for the refusal
  - the overseas student's right to access the provider's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.
- 3.3.3 In cases where a transfer is not granted, the request must not be finalised until the student has had an opportunity to access the Carey complaints and appeals process.
- 3.3.4 Carey will record all transfer request outcomes in the Provider Registration International Students Management System (PRISMS).
- 3.3.5 Carey will not finalise the student's refusal status in PRISMS until:
  - the appeal finds in favour of the registered provider if the overseas student lodges an appeal against this decision; or
  - the overseas student has chosen not to access the complaints and appeals processes within the 20 working day period, or the overseas student withdraws from the process.

### **Outbound Transfer Requests**

- 3.4 Process for assessing student transfer requests for inbound transfer
 

If the overseas student seeks to transfer from the School before completion of the first six months of their registered school sector course, the School will consider the request in accordance with this Policy and Standard 7 of the National Code.

### **3.5 Procedure for managing requests for outbound transfer**

- 3.5.1 The student and/or the student's parents must request the transfer in writing. The parents or student should send an email to the Admissions Manager at [admissions@carey.com.au](mailto:admissions@carey.com.au) detailing:
  - reason for the transfer;
  - name of school the student plans to move to;
  - intended transfer date; and
  - a valid enrolment offer from another registered provider.
- 3.5.2 Carey will grant the transfer request if it considers that the transfer is in the overseas student's best interests, which may include, but is not limited to, circumstances where Carey has assessed that:
  - the overseas student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with Carey's intervention strategy to assist the overseas student in accordance with Standard 8 of the National Code 2018;
  - there is evidence of compassionate or compelling circumstances; especially where these have an impact on the overseas student's course progress or wellbeing. For example: serious illness or injury which has prevented the student from attending classes (doctors certificate must be provided) or bereavement of close family members such as parents or grandparents (death certificate should be provided) personal trauma (supported by psychologists reports) where the original registered provider was unable to offer a pre-requisite unit student inability to begin studying on the course commencement date to a delay in receiving a student visa;

- Carey fails to deliver the course as outlined in the written agreement;
- there is evidence that the overseas student's reasonable expectations about their current course are not being met;
- there is evidence that the overseas student was misled by Carey or an education or migration agent regarding Carey or its course and the course is therefore unsuitable to their needs and/or study objectives;
- an appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.;

3.5.3 Carey will assess and reply to the request within a reasonable timeframe having regard to the restriction period. This will usually be within 10 days.

### **3.6 Refusal for outbound transfer**

- Carey may refuse the transfer out of Carey on the basis of the following grounds:
- the request concerns an overseas student under the age of 18 and there is no written evidence that the student's parent or legal guardian has provided support for the transfer;
- the student has yet to complete a non-school sector course prior to their first school sector course, for example ELICOS;
- the move to another registered provider is considered detrimental to the student;
- there is no valid enrolment offer from a CRICOS registered receiving provider;
- the student is trying to avoid being reported to DIBP for failure to meet the providers attendance or academic progress requirements;
- the move to another registered provider is to avoid issues that can be resolved by the School.

## **General**

### **3.7 Students aged under 18**

Is the overseas student is under 18 years of age:

- 3.7.1 Carey must receive written confirmation the overseas student's parent or legal guardian supports the transfer; and
- 3.7.1 where the overseas student is not being cared for in Australia by a parent or suitable nominated relative, Carey must confirm it accepts responsibility for approving the student's accommodation, support and general welfare arrangements in accordance with Standard 5 of the National Code 2018.

### **3.8 Release**

If a release is granted, it will be at no cost to the overseas student and Carey will advise the overseas student to contact Immigration to seek advice on whether a new student visa is required.

### **3.9 Management of Student Transfer Procedures**

Carey will maintain records of all transfer requests, assessments and outcomes in the student file for two years after the student ceases to be an accepted student;

### **3.10 Responsibility**

Responsibility for compliance with the procedures outlined in this policy lies with the Admissions Manager and Admissions Coordinator, in cooperation with the Head of Senior School at the School.