

**Swan Christian College**  
**CRICOS PROVIDER NO: 00459J**

## **Overseas Student Provider Transfer Policy**

1. The College will not knowingly enrol an overseas student wishing to transfer to the College from another registered educational provider, unless the student has completed at least six months of the student's principal course of study at the other registered provider.  
  
The only exceptions to this would be
  - (a) if the student's original provider, or the course in which the student was enrolled, has ceased to be registered, or the original provider has had a sanction imposed on its registration by the Australian Government which will prevent the student from continuing their principal course of study.
  - (b) if the original registered provider has provided the College with a written Letter of Release for the student.
  - (c) if a Government sponsor of the student has provided written support for the student to make such a change in the best interests of the student.
2. The College would expect any request from an overseas student for a transfer from the College to another registered educational institution to be provided in writing by the student's parents or guardian, and that this request complied with the published College's policy on the need for the parents or guardian to give the College one term's notice. In the event of this notice not being given, the parents or guardian of the student would be made aware that they would be liable for one term's tuition fees.
3. Subject to (2) above, the College would not reject an overseas student's request for a transfer to another registered educational institution, even if the student had not completed the six month period specified in (1) above, but it would advise the student if it felt the change was likely to be detrimental to the student and not in the student's best interests.
4. The College will respond to such a request for a transfer to another registered educational institution within two weeks of receiving such a request from a student's parents or guardian.
5. The College will only provide a Letter of Release for an overseas student when:
  - (a) a letter requesting a transfer for the student to another registered educational provider has been received from the overseas student's parents or guardian.
  - (b) a letter has been provided by another registered educational provider confirming that a valid enrolment offer has been made by the other provider.
  - (c) the valid enrolment offer mentioned above also confirms that the provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements, unless the student is staying with their parent or suitable nominated relative.
6. The College will require confirmation at that a valid offer has been made.
7. The student will not be charged for a Letter of Release.
8. The Letter of Release will also advise the student of their requirement to contact the Department of Home Affairs to establish if a new student visa will be required.
9. The College will keep records of all correspondence relating to the request for a Letter of Release on the student's file.

## Application for Student Transfer

This form is for Overseas Students holding a student visa and seeking to transfer to another CRICOS registration institution in Australia. Please complete all sections and return the completed form and all required documentation to the College Registrar.

Please read the **Overseas Student Provider Transfer Policy** before filling out this form to see if you meet the requirements to be granted a Letter of Release for transfer.

### Section A – Student’s Personal Details

Family Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Given Name(s): \_\_\_\_\_ Year Level: \_\_\_\_\_

Current Address in Australia

Address in home country

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### Section B – Reasons for applying for Release

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Section C – Transfer Details

Please provide details of the course and institution at which you have been offered a place.

Course: \_\_\_\_\_ Expected Commencement: \_\_\_ / \_\_\_ / \_\_\_

Institution: \_\_\_\_\_ Campus: \_\_\_\_\_

### Section D – Under 18 Students – New Provider Institution Welfare Approval

For students under 18 years of age the transferring institution must confirm responsibility for the student’s accommodation, support and general welfare arrangements by completing the details in this section.

Transferring Institution Name: \_\_\_\_\_

CRICOS Provider Number: \_\_\_\_\_

Name of Authorised Person: \_\_\_\_\_

Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

School Stamp

**Section E – Declaration** (please ensure the following are attached when submitting this application)

- Letter of Offer (from the institution to which you wish to transfer)
- Supporting Documentation
- Letter from Parent or Legal Guardian (if under 18 years of age)

If no, please note that your application will not be assessed until appropriate documentation is provided.

**Office Use Only**

- Approved – Letter of Release issued
- Not Approved
- TASS updated
- PRISMS updated

Comments:

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Registrar's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_