

## 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 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 – Transfer Between Registered Providers of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the National Code 2007). Under the terms of this legislation, students on an international student visa are required to remain with their education provider for the first six months of their principal course of study or in the school sector, until after the first six months of the first registered school sector course.

This policy outlines the circumstances in which Carey Baptist Grammar School will permit the transfer of overseas students both in and out of the School.

### 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 2007	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 (FFPOS)	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

- 3.1.1 Students transferring to Carey Baptist Grammar School to or from another registered provider
- 3.1.2 FFPOS cannot transfer between Carey and other registered providers prior to completing six calendar months of their first registered school sector course.
- 3.1.3 FFPOS students wishing to transfer from another provider to Carey must either obtain a release from their registered provider or meet one of the following conditions:
  - the releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered;
  - the releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing their course with that registered provider;
  - any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change (see 3.3 for a list of circumstances where this may be applicable).
- 3.1.3 FFPOS students can transfer without needing a release or meeting one of the above conditions after completing six calendar months of their first registered school course.
- 3.2 Procedure for managing requests for transfer from another registered provider to Carey
  - 3.2.1 Admissions staff to 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;

- 3.2.2 All requests for transfer of students under the age of 18 must be supported by the student's parent or legal guardian in writing;
- 3.2.3 All students requesting a transfer to Carey must provide a statement of course progress from their current course provider;
- 3.2.4 All students requesting a transfer to Carey must have a letter of offer before formally applying to transfer to the school;
- 3.2.5 Requests for transfer to Carey will be assessed against requirements as outlined in this policy and a response provided within 10 working days of receipt (at no cost to the applicant);
- 3.2.6 Carey will advise students of the outcome of the transfer request in writing either by mail or email;
- 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 Carey will ensure student assesses whether a change to enrolment will affect the students visa conditions;
- 3.2.9 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;
- 3.2.10 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;
- 3.2.11 Carey will record all transfer request outcomes in the Provider Registration International Students Management System (PRISMS);

### **3.3 Circumstances in which a release should be provided for a student are:**

- 3.3.1 the original registered provider has ceased to be registered or the course in which the student was enrolled has ceased to be registered;
- 3.3.2 the original registered provider has provided a letter of release;
- 3.3.3 the course the student wishes to transfer to better meets the aptitude or study capabilities of the student;
- 3.3.4 where 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 original course provider's intervention strategies to assist overseas students;
- 3.3.5 where 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 to a delay in receiving a student visa;
- 3.3.6 where the registered provider fails to deliver the course as outlined in the written agreement;
- 3.3.7 there is evidence that the overseas student's reasonable expectations about their current course are not being met;
- 3.3.8 there is evidence that the overseas student was misled by the registered provider or an education agent regarding the registered provider or its course;
- 3.3.9 an appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.
- 3.3.10 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 (Overseas student visa requirements)
- 3.3.11 an appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.

### **3.4 Circumstances in which Carey can refuse a transfer:**

- 3.4.1 where 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;
- 3.4.2 where the student has yet to complete a non-school sector course prior to their first school sector course, for example ELICOS;
- 3.4.3. where enrolment is considered detrimental to the student;
- 3.4.4. where the student does not meet entry testing requirements;
- 3.4.5 where there is no valid enrolment offer from a CRICOS registered receiving provider;
- 3.4.5 where the School cannot meet the long-term goals of the student, whether these relate to future work, education or personal aspirations;
- 3.4.6 where the student is trying to avoid being reported to DIBP for failure to meet the providers attendance or academic progress requirements; and
- 3.4.7 where the student has displayed unruly behavior.

### **3.5 Management of Student Transfer Procedures**

- 3.5.1 Carey will maintain records of all transfer requests and outcomes in the student file for two years after the application was made;
- 3.5.2 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.