

INTERNATIONAL FULL FEE PAYING STUDENT TRANSFER POLICY

Last reviewed: November 2023

Next review date: February 2024 by Director of Marketing and Enrolments

International 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 and, for the school based sector, a transfer cannot occur until after the first six months of the first registered school sector course being completed.

Exceptions to this restriction are if:

1. the student's course or school has become unregistered;
2. the school has a go2ernm8.6TT0.220TD:0017c(ha)11.4(s)JTT11Tf1.4084e0TD.0001Tc214.517D:0005Tc(1.)Tj/TT5l

St Mary's will NOT provide a letter of release to students before completing the first six months of their principal course in circumstances where:

1. the student's progress is likely to be academically disadvantaged; or
2. St Mary's is concerned that the student's application to transfer is a consequence of the adverse influence of another party; or
3. the student has not had sufficient time to settle into their new environment in order to make an informed decision about transfer; or
4. the student has not accessed school support services that may assist with adjusting to their new environment, including both academic support and School Psychological Services for pastoral support; or
5. School fees have not been paid for the current study period.

To apply for a letter of release, the international student will first need to obtain a letter of offer from the receiving provider and then submit the request to transfer providers in writing to the attention of the School Principal.

St Mary's will assess each individual request for transfer on its own merits.

The transfer will be accepted if it is assessed that the transfer is in the best interest of the international student, including but not limited to:

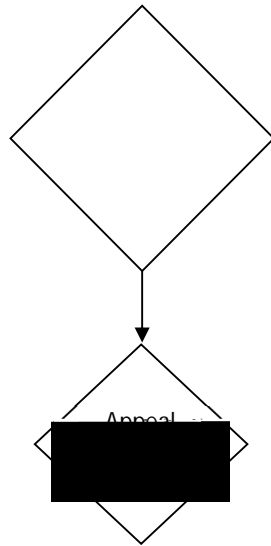
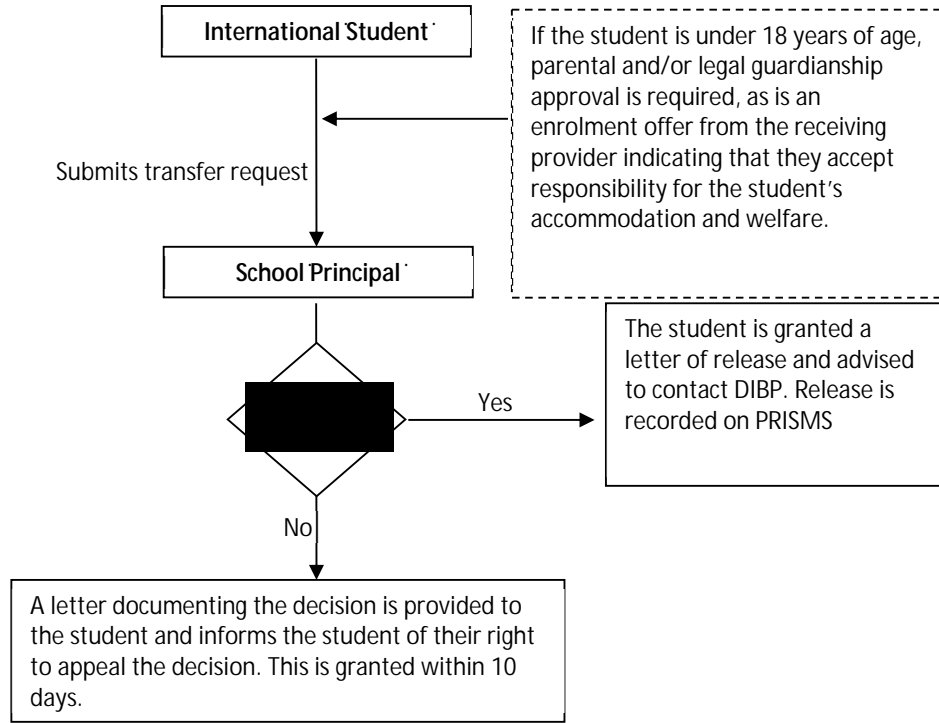
1. the international student being unable to meet a satisfactory standard within their course of study even with support and intervention from the School.
2. there being evidence of compassionate or compelling reasons for a transfer to occur.
3. there being evidence that the course, as outlined in the written agreement, is not being provided.
4. there being evidence that the student was misled by St Mary's or an education or migration agent regarding the course and it is unsuitable to their needs or study objectives.

Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs as soon as possible to discuss any implications. The address of the nearest office can be located via the following website:

<http://www.homeaffairs.gov>.

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Transfer Request Workflow



Student Transfer Request

If the student is younger than 18 years of age, the student's parents (or legal guardians) must provide permission for the transfer.

Student's full name:	Parents' names:
Student's address in home country:	Parents' address:
Student's email address:	Parents' email address:
Student's telephone number/s:	Parents' telephone numbers:

Please explain why you wish to transfer to another institution.

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Please attach: A letter of offer from the institution where you will continue your studies. If you are under 18 years of age and not living with a parent or approved guardian, the letter of offer must state that the institution will accept responsibility for approving your accommodation and general welfare arrangements.

Signature (student):	Signature (parent/guardian, if applicable):
Date:	Date: