



TRANSFER POLICY

The following is based on the sample policy provided in the ISCA Transition handbook (checked by Department of Education and Department of Immigration) (www.isca.edu.au).

1. 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. Exceptions to this restriction are:
 - a) If the student's course or school becomes unregistered
 - b) The school has a government sanction imposed on its registration
 - c) A government sponsor (if applicable) considers a transfer to be in the student's best interests
 - d) If the student is granted a Letter of Release.
2. Students can apply for a Letter of Release at no charge to enable them to transfer to another education provider. This letter can be obtained from the Registrar's Office, and a sample letter is included in the Overseas Students Handbook. However, if a student has not completed the first six months of the principal course of study or is under 18 years of age, conditions apply.
3. Heights College will only provide a letter of release to students before completing the first six months of their principal course in the following circumstances:
 - a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school
 - b) It has been agreed by the school the student would be better placed in a course that is not available at Heights College.
 - c) Any other reason stated in the policies of Heights College.
4. Students under 18 years of age MUST also have:
 - a) Written evidence that the student's parent(s)/legal guardian supports the transfer
 - b) 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 / legal guardian or a suitable nominated relative
 - c) Evidence that the student is always in Department of Immigration-approved welfare and accommodation arrangements.

5. Heights College will NOT provide a letter of release to students before completing the first six months of their principal course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged
 - b) Heights College is concerned that the student's application to transfer is a consequence of the adverse influence of another party
 - c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
 - d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services
 - e) School fees have not been paid for the current study period.
6. In order to apply for a letter of release, all students must first have a letter of offer from the receiving provider.
7. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration office as soon as possible to discuss any implications. The address of the nearest Office is:

Ground Floor, 299 Adelaide Street, Brisbane Qld 4000

Other contact details for Department of Immigration are: Tel: 131 881 and Email: student.centre@immi.gov.au
8. All applications for transfer will be considered within 10 business days of receipt, and the applicant notified of the decision.

Students whose request for transfer has been refused will be notified in writing of the reasons for refusal and may appeal the decision in accordance with Heights College's complaints and appeals policy. The Complaints and Appeals policy is available from the Registrar's Office or the Heights College website.

(Policy last updated on 16 March 2015)