



Christ Church Grammar School

PERTH, WESTERN AUSTRALIA

Overseas Student Transfer Policy

In the Schools sector, international students are restricted from transferring to another provider until they have completed the first six months of their first school course, not the principal course.

- In this case, Christ Church Grammar School will not consider or accept an application from an overseas student unless the transfer reason meets an exception under the National Code (Standard 7).

Steps to request a transfer

If a student wishes to transfer from Christ Church Grammar School to another provider during the first six months:

- A transfer request must be made in writing to the Principal, clearly outlining the reasons for the request. Should the student be under 18 years of age, the request must be from the student's parents. If they are over 18 years of age, Christ Church still requires a written communication from the student's parents, indicating their support for the transfer.
- The request will be responded to as soon as practicable, within 10 working days.
- Christ Church Grammar School will always consider the wellbeing of the student when considering a transfer request, and uphold the requirements of the National Code (Standard 7).

Approval of transfer requests

Christ Church Grammar School will grant a transfer request if it is in the student's best interests, including but not limited to where the Principal has assessed that:

- The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging an intervention strategy to assist the student in accordance with Standard 8 (overseas student visa requirements).
- There are compassionate or compelling circumstances.
- Christ Church Grammar School is unable to deliver the agreed course as outlined in the written agreement, and there is evidence that the student's reasonable expectations about their current course are not being met.
- The student demonstrates that the new course more appropriately meets the capabilities and/or long term goals of the student.

- The student wishes to gain access to greater support (including academic, cultural and personal) with a new provider.
- There is evidence that the student was misled by Christ Church 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 student.
- The student's enrolment has been suspended or cancelled.
- If the student has a valid offer of enrolment from a new provider, and the provider has indicated their willingness to accept welfare responsibility for the student if he is under 18 years of age.

If a release is granted:

- There will be no cost to the student.
- The student must contact the Department of Home Affairs to seek advice on whether a new student visa is required.

Refusal of transfer requests

A transfer may be refused if the following occurs:

- The student does not have permission from his parents or legal guardians.
- The student is unable to provide a valid offer of enrolment with a new provider.

The School will notify the parents in writing, the reasons for the refusal. The family will then have 20 working days to access the Complaints and Appeals process (in accordance with Standard 10 of the National Code).

In the event of an appeal, Christ Church will not finalise the student's refusal status in PRISMS until the appeal finds in favour of Christ Church, or the student has chosen not to access the Complaints and Appeals processes within the 20-working day period, or the student withdraws from the process.