



PENINSULA

GRAMMAR

INSPIRING PERFORMANCE

INTERNATIONAL STUDENT TRANSFER POLICY

Standard 7.1 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 ('The National Code') requires that a School must not knowingly enrol an international student seeking to transfer from another registered provider's course prior to the international student completing the first six months of his or her registered school sector course, except where the following applies:

- The releasing registered provider, or course in which the international 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 international student from continuing his or her course at that registered provider;
- The releasing registered provider has agreed to the international student's release and recorded the date of effect and reason for release in PRISMS;
- Any government sponsor of the international student considers the change to be in the international student's best interest (as defined below) and provide written support for the change.

Student Transfers

Peninsula Grammar will not enrol an international student seeking to transfer from another registered provider, or accept a request to transfer to another registered provider from an enrolled international student unless Standard 7.1 of the National Code is met.

Requests for current students to transfer to another registered provider must be in writing and provide evidence of a value enrolment offer from another registered provider.

Where the international student is under the age of 18 written confirmation in support of the transfer must be provided by either the international student's parent/guardian or, where they are not being cared for in Australia by a parent or suitably nominated relative, the receiving provider must confirm it accepts the responsibility for the student's welfare arrangements. It is the responsibility of the receiving provider to ensure that there are no gaps in the international student's welfare arrangements.

The School will respond to the international student's transfer request within 10 business days the international student lodging a written request.

The School will refuse a transfer request where we believe it is reasonable to do so. Reasonable grounds include:

- The international student is not genuinely engaging with a intervention strategy with the intention of failing and being released.
- The student wants to live somewhere else.

When the School intends refuse a request the School will inform the international student in writing (can be by email) of the reason for refusal and provision of the International Student Complaint Resolution Policy, which details the international student's rights to access the School complaints and appeals process, within 20 working days of the decision being made.

The School must not finalise the international student's refusal status in PRISMS until any appeal finds in favour of the School, or the international student has chosen not to access the complaints and appeals process within the 20 working day period, or the international student withdraws from the process.



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‘Students Best Interests’

Transfer of a student to another registered provider may be undertaken pursuant to Standard 7.1 of the National Code if the transfer is in the student’s best interests. Determination of this being in the student’s best interest may be determined by the School after six months, or, determined by the government sponsor prior to six months (as noted above).

Circumstances in which a transfer is in the international student’s best interests, include, but are not limited to, the following:

- Where the international student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with the School’s intervention strategy.
- Where there is evidence of compassionate or compelling circumstances (as defined below).
- Where the School has, or will, fail to deliver the course as outlined in the written agreement.
- Where there is evidence that the international student was misled by the School or an education or migration agent regarding the School or its course and the course is therefore unsuitable to their needs and/or study objectives.
- Where an appeal (internal or external) on another matter results in a decision or recommendation to release the international student.

‘Compassionate or Compelling Circumstances’

Compassionate or compelling circumstances are generally those beyond the control of the international student and which have an impact upon the international student’s course progress or wellbeing. These include, but are not limited to,:

- Serious illness or injury, where a medical certificate states that the international was unable to attend classes.
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the international student’s studies.
- A traumatic experience, which could include: involvement in, or witnessing of a serious incident; and/or Witnessing or being the victim of a serious crime.
- Where the School was unable to offer a pre-requisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.

When determining whether compassionate or compelling circumstances exist the School may require the student to provide documentary evidence to support a claim.

Record Keeping

The School to maintain records of all requests from international students for a release and the assessment of, and decisions regarding, the request, for two years after the international student ceases to be an accepted student.

Review of Policy

This policy is to be reviewed, approved and endorsed every 3 years, as a minimum.

Last Review May 2022.

Review is to be undertaken prior May 2025.