



SV500-3 INTERNATIONAL STUDENT TRANSFER POLICY

1. PURPOSE

This policy addresses the obligations and responsibilities of Bunbury Cathedral Grammar School ('the School') in the case of an SV500 student requesting to transfer from the School to another CRICOS registered provider, or a student requesting to transfer from another CRICOS registered provider to the School.

2. SCOPE

The SV500 Student Transfer Policy includes:

- 2.1. Head of School
- 2.2. Marketing and Community Relations Manager
- 2.3. Head of Secondary
- 2.4. Head of Primary
- 2.5. Director of Studies
- 2.6. Deputy Head of Secondary (Wellbeing)
- 2.7. Deputy Head of Primary
- 2.8. School Psychologist
- 2.9. Head of boarding
- 2.10. SV500 Students
- 2.11. Parents of SV500 students
- 2.12. Education Agents

3. POLICY

3.1. Students requesting to **transfer to Bunbury Cathedral Grammar School within the first six months** of first registered school sector course (principal course)

3.1.1 The first six (6) months of enrolment is deemed to be six calendar months from the date the student commenced their principal course of study.

3.1.2 The School will not consider nor accept a request for an SV500 student to transfer from another school (principal course) within the first six months of the student's enrolment in their principal course, unless:

- the student's principal Provider has supplied the student with a release form due to the principal Provider being unable to continue to offer the student's principal course of study and/or the Provider has ceased to be registered; or
- the student's principal Provider has supplied the student with a release form on the basis that a change to a new school is in the best interests of the student's wellbeing and/or academic progress and has recorded the date and reason in PRISMS; or
- the student's principal Provider has had a sanction imposed on its registration by the ESOS agency that prevents the SV500 student from continuing their course with that registered Provider.

3.1.3 In addition to the provision of a release form, a student requesting to change schools within the first six months of enrolment at their principal Provider, consideration of the request will include the following:

- completion and submission of the *SV500 Student Transfer (Entry) Form*, to be accompanied by a certified copy of the student's passport, Confirmation of Enrolment (CoE) at current Provider, Confirmation of Appropriate Accommodation and Welfare (CAAW) at current Provider. In the case that a student is residing full-time with a parent on a Guardianship Visa then the student will be required to provide a certified copy of the parent's passport and Guardianship Visa; and



- the parents of the student are required to provide the School with a signed letter supporting the decision for the student to change schools and to be considered for entry to Bunbury Cathedral Grammar School; and
- the parents are required to have an interview, in person or online, with the Head of School (or their nominee) of the School; and
- the student and their parents are required to provide the School with permission (*SV500 Student Transfer Communication Permission Form*) to communicate with the Head of School (or nominee) of their current school, which must include full disclosure about the student's academic and attendance progress, wellbeing, behaviour, any matters which may impact on the student's ability to successfully meet course requirements and fee payment history; and
- the student will be subject to all requirements of Bunbury Cathedral Grammar School's *SV500-2 International Student Entry Requirements Policy*; and
- the student will be required to have an interview with the Head of School, and the Head of Secondary or Primary, or Deputy Head of Secondary (Wellbeing), Director of Studies or School Psychologist or Head of Boarding (as applicable); and
- the student will be subject to all policies concerning international students, including *SV500-10 Accommodation Policy*.

3.1.4 Bunbury Cathedral Grammar School will aim to respond in a timely manner to the student's request, considering the:

- availability of a position in the year level deemed appropriate for the student
- availability of a boarding position, in the case of a student not residing full-time with their parent/s,
- time required to meet the conditions of the *SV500-2 International Student Entry Requirements Policy*, including the requirement to sit a new AEAS Test, and
- timing of the request and availability of key staff to assess the request.

3.2. Students requesting **to transfer to Bunbury Cathedral Grammar School after six months** of their first registered school sector course.

3.2.1. Requests to transfer to Bunbury Cathedral Grammar School will be considered, subject to the following:

- There is a vacancy in the year level deemed appropriate for the student.
- There is a vacancy in Boarding, in the case of a student not residing full-time with their parent/s.
- Completion and submission of the *SV500 Student Transfer (Entry) Form*, to be accompanied by a certified copy of the student's passport, Confirmation of Enrolment (CoE) at current Provider, Confirmation of Appropriate Accommodation and Welfare (CAAW) at current Provider. In the case that a student is residing full-time with a parent on a Guardianship Visa then the student will be required to provide a certified copy of the parent's passport and guardianship Visa.
- The parents of the student are required to provide the School with a signed letter supporting the decision for the student to change schools and to be considered for entry to the School.
- The parents of the student are required to have an interview, in person or online, with the Head of School (or their nominee) of the School.
- The student and their parents are required to provide the School with written permission (*SV500 Student Transfer Communication Permission Form*) to communicate with, and the contact details of, the Principal/Head of School



(or nominee) of their current school. Permission to communicate with the Principal/Head of School (or nominee) must include full disclosure about the student's academic and attendance progress, wellbeing, health, behaviour, any matters which may impact on the student's ability to successfully meet course requirements and fee payment history.

- The student will be subject to all requirements of the *SV500-2 International Student Entry Requirements Policy*.
- The student will be required to have an interview with the Head of School, Head of Secondary/Primary, Deputy Head of Secondary (Wellbeing), Director of Studies or School Psychologist or Head of Boarding (as applicable).
- The student will be subject to all policies concerning international students, including *SV500-10 Accommodation Policy*.

3.2.2 Bunbury Cathedral Grammar School will aim to respond in a timely manner to the student's request, considering the following:

- The availability of a position in the year level deemed appropriate for the student.
- The availability of a boarding position, in the case of a student not residing full-time with their parent/s.
- The time required to meet the conditions of the *SV500-2 International Student Entry Requirements Policy*, including the requirement to sit a new AEAS Test.
- The timing of the request and availability of key staff to assess the request.

3.3. Students requesting to **transfer from (exit) Bunbury Cathedral Grammar School within the first six months** of first school sector enrolment.

- 3.3.1. The first six (6) months of enrolment is deemed to be six calendar months from the date the student commenced their principal course of study at Bunbury Cathedral Grammar School.
- 3.3.2. A student requesting to transfer from the School to another Provider within the first six months of enrolment is required to complete the *SV500 Student Transfer (Exit) Request Form* and lodge this with the appropriate Head of Secondary/Primary. The form must be signed by both the student and their parents.
- 3.3.3. On receipt of the form the Head of Secondary/Primary will implement *SV500-3 Student Transfer Procedures*.
- 3.3.4. In the case of a student requesting to transfer from the School to another Provider, the student and their parents will be invited to meet with the relevant Head of Secondary/Primary to discuss their request. The purpose of this meeting is to establish whether the School can offer the student any additional support with a view to the student successfully continuing their enrolment at Bunbury Cathedral Grammar School.
- 3.3.5. A request to transfer to another Provider must be accompanied by a valid enrolment offer from the new Provider and the contact details of the Head of School/Principal of the other Provider. This will be used by the School to validate the enrolment offer.
- 3.3.6. Students will not be granted permission to change to another Provider within the first six months of the student's enrolment at the School, unless:
 - the student will likely need to be reported because they are unable to achieve satisfactory course progress and it is viewed that the change of Provider may be in the student's best interests. In such cases the student must be prepared to allow School staff to discuss the student's progress with the new preferred



Provider, in the interest of transparency and enabling a smooth and successful transition for the student, or

- the student can demonstrate evidence of compassionate or compelling reasons to support the change. This may include matters related to the student's wellbeing, significant changes in family circumstances (e.g. financial or relocation to another city), or
- it is evident that the School is unable to deliver the course for which the student is enrolled, or
- there is evidence that the student will have opportunities at another Provider, which better suit the student's learning needs, or
- there is evidence that the student has been misled by a representative of the School, or an education agent, about the courses offered and there is compelling evidence that the student's needs and/or study objectives cannot be met at Bunbury Cathedral Grammar School, or
- an appeal (internal or external) made by the student on another matter results in a decision or recommendation to release the student.

3.3.7. Should Bunbury Cathedral Grammar School refuse to grant the student's request to transfer Providers, the Head of School will advise the student and their parents in writing of the decision, within two working days of making such a decision.

3.3.8. In the case that Bunbury Cathedral Grammar School does not grant permission for the student to transfer Providers the student will be advised of their right to appeal and will be directed to *SV500-19 Complaints and Internal Appeals Policy* and *SV500-22 External Appeals Policy*.

3.3.9. The student will remain enrolled at the School, pending the student exercising their right to appeal and the outcome of the appeals processes.

3.3.10. All requests to transfer schools will be subject to the School's policy regarding period of notice of a student withdrawing/exiting the School. Typically, one term's notice is required for day students and one semester's notice is required of boarders, and fees are payable for these periods. See *SV500-7 Fee Policy* and *SV500-16 Refund Policy*.

3.3.11. Requests for refunds on fees paid will be subject to the *SV500-16 Refund Policy*.

3.4. Students requesting to **transfer from (exit) Bunbury Cathedral Grammar School after the first six months** of school sector enrolment

3.4.1. The first six (6) months of enrolment is deemed to be six calendar months from the date the student commenced their principal course of study at Bunbury Cathedral Grammar School.

3.4.2. A student requesting to transfer from the School to another Provider after the first six months of enrolment is required to complete the *SV500 Student Transfer (Exit) Request Form* and lodge this with the Head of Secondary/Primary. The form must be signed by both the students and their parents.

3.4.3. On receipt of the form the Head of Secondary/Primary will implement *SV500-3 Student Transfer Procedures*.

3.4.4. In the case of a student requesting to transfer from the School to another Provider, the student and their parents will be invited to meet with the relevant Head of Secondary/Primary to discuss their request. The purpose of this meeting is to establish whether the School can offer the student any additional support with a view to the student successfully continuing their enrolment at the School.

3.4.5. A request to transfer to another Provider must be accompanied by a valid enrolment offer from the new Provider and the contact details of the Head of School/Principal of the other Provider. This will be used by the School to validate the enrolment offer.



- 3.4.6. Bunbury Cathedral Grammar School will typically not refuse a student's request to transfer schools, if supported by parents, and if lodged after the first six months of study at the School.
- 3.4.7. All requests to transfer schools will be subject to the School's policy regarding the required period of notice of a student withdrawing/exiting the School. Typically, one term's notice is required for day students and one semester's notice is required for boarders, and fees are payable for these periods. See *SV500-7 Fee Policy* and *SV500-16 Refund Policy*.
- 3.4.8. The student will be expected to continue full-time attendance, meet the course requirements at the School and maintain all accommodation and welfare arrangements, until such time as their enrolment commences at the new Provider.
- 3.4.9. Requests for refunds on fees paid will be subject to *SV500-16 Refund Policy*.
- 3.5. Students requesting **early transfer from ELICOS Course** to School
 - 3.5.1. Students will be required to complete their full ELICOS course, according to the duration recommended by their AEAS Test and subsequent enrolment in the ELICOS course.
 - 3.5.2. In the case of a student who is enrolled to commence at Bunbury Cathedral Grammar School, on the completion of their ELICOS course, the School will consider a request for an earlier transition if the following apply:
 - The student has made exceptional progress and met all requirements of their ELICOS course prior to the completion date of the ELICOS course. The School may require the student to sit an additional AEAS/School based Test to confirm progress.
 - There is reasonable evidence that the student's needs are not being met by the ELICOS Course and can be better met at the School.
 - The student can demonstrate evidence of compassionate or compelling reasons to support the change. This may include, but is not limited to, matters related to the student's wellbeing or significant changes in family circumstances.
 - It is evident that the ELICOS Provider is unable to deliver the course for which the student is enrolled. In this case, the student will still be required to meet the Schools' English entry requirements.
 - The student's ELICOS Provider has supplied the student with a release form due to the ELICOS Provider being unable to continue to offer the student's course of study and/or the Provider has ceased to be registered. In this case, the student will be required to confirm they meet the School's English entry requirements.
 - The ELICOS Provider has supplied the student with a release form on the basis that a change to a new school is in the best interests of the student's wellbeing and/or academic progress. In this case the student will be required to meet the School's English entry requirements.
 - The student's ELICOS 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. In this case, the student will be required to meet the School's English entry requirements.

4. MANAGING STUDENT WELFARE DURING TRANSFER PROCESS

4.1. Entry process

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Student welfare arrangements for students requesting to transfer to Bunbury Cathedral Grammar School will be as follows:

- Bunbury Cathedral Grammar School will only take responsibility for the CAAW if the student is a full-time boarder or there is a short-term arrangement for the student to be placed in homestay until such time as a vacancy in boarding becomes available.
- In the case of the student's previous Provider being responsible for the CAAW, these arrangements will remain in place until the student's CAAW arrangement commences at the School, which will coincide with the commencement of the student's enrolment at Bunbury Cathedral Grammar School.
- If the student's parent is responsible for their welfare, and resident in Bunbury on a Guardianship Visa, then these arrangements can remain in place for the duration of the student's enrolment at the School.

4.2. Exit process

In the case of a student exiting Bunbury Cathedral Grammar School, student welfare arrangements will be as follows:

- If the School is responsible for the CAAW, the School will maintain welfare arrangements for the student until the commencement of new CAAW arrangements with the new Provider. The student will therefore be considered a full-time student of Bunbury Cathedral Grammar School until both the commencement of the CAAW and CoE at the new Provider, and will remain subject to all of the School's policies.
- Where the student's parent is responsible for the welfare of the student and resident in Bunbury on a Guardianship Visa, these welfare arrangements will remain in place until the student's welfare arrangements commence with the new Provider.
- Bunbury Cathedral Grammar School will inform the student and parent in writing of their visa obligation to maintain their current welfare arrangements, or return to their home country, until the new approved welfare arrangements take effect.

5. APPEAL PROCESS

If Bunbury Cathedral Grammar School denies the student's request to exit the School and transfer to another Provider, the welfare arrangements identified in 5 (Exit Process) will remain in place until such time as the Complaints and Internal Appeals Process and the External Appeals Process have been completed.

6. COST

The process of assessing and granting a release for a student to change Providers will be at no cost to the student. As applicable, students who leave the School must give one term's notice if a day student, and one semester's notice if a boarder, in writing to the Head of School and will be subject to the School's *SV500-16 Refund Policy*.

7. VISA STATUS

All students who are granted a release to change Providers (entry and exit) will be advised to contact the Department of Home Affairs to see if a new Visa is required.

8. DEFINITIONS

See SV500-4 *CRICOS Registration Policy*

9. LEGAL AND OTHER REQUIREMENTS

See SV500-4 *CRICOS Registration Policy*

10. ASSOCIATED POLICIES, PROCEDURES, GUIDELINES AND FORMS

- ❖ SV500 Student Transfer (Exit) Request Form
- ❖ SV500 Student Transfer (Entry) Request Form

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- ❖ SV500 Student Transfer Communication Permission Form
- ❖ SV500 Student Transfer (Exit) Release Form
- ❖ SV500-18 Attendance Policy
- ❖ SV500-21 Enrolment Policy
- ❖ SV500-11 Homestay Policy
- ❖ SV500- 10 Accommodation Policy
- ❖ International Student Entry Requirements Policy
- ❖ International Student Health Management Policy
- ❖ International Student Support Services Policy
- ❖ International Student Welfare Policy
- ❖ Privacy Policy
- ❖ SV500 Complaints and Internal Appeals Process
- ❖ SV500 External Appeals Process
- ❖ SV500 Course Delivery and Duration Policy
- ❖ SV500 Course Progress Policy
- ❖ SV500 Fees Policy
- ❖ SV500 Refund Policy
- ❖ SV500 Visa Requirements Policy

Version Control				
Version	Date Published	Changes	Author	Next Review
1	XX.XX.2021		CMU	2026