

International Student Transfer Policy

CRICOS Provider Name: Christian Resource Ministries Incorporated | Provider Code: 01894D
Primary Years P – 6 Course Code: 030389C | Secondary Years 7 – 12 Code: 046659K

Purpose	This policy outlines the principles and procedures for assessing transfer requests from international students enrolled at the College, in accordance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Standard 7 – Transfer between registered providers) .
Scope	This policy applies to: <ul style="list-style-type: none"> • All international students holding a student visa enrolled at the School. • Parents/guardians of international students. • School staff involved in student admissions, enrolment, and compliance.
Policy Statement	The College supports the right of international students to transfer to another CRICOS-registered provider where it is in the best interests of the student. Transfers will only be approved in compliance with Standard 7 of the National Code. <ul style="list-style-type: none"> • The College will not knowingly enrol a student wishing to transfer from another provider before the student has completed six months of their principal course of study, unless the transfer conditions outlined in Standard 7 are met. • the college has assessed that there is evidence that the overseas student was misled by the registered provider or an education or migration agent regarding the registered provider or its course and the course is therefore unsuitable to their needs and/or study objectives • The College will assess all requests for transfer in a fair, transparent, and timely manner. • The College will maintain accurate records of all transfer requests and decisions.
Legislative & Regulatory Context	<ul style="list-style-type: none"> • Education Services for Overseas Students (ESOS) Act 2000 • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Standard 7) • PRISMS (Provider Registration and International Student Management System) • Department of Home Affairs (Visa conditions)
Grounds for Granting a Transfer Request	The College will approve a transfer request if it is in the student's best interests, including (but not limited to): <ul style="list-style-type: none"> • Evidence that the student is experiencing academic or personal difficulties that cannot be resolved at the College. • Evidence that the overseas student was misled by the registered provider or an education or migration agent regarding the registered

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	<p>provider or its course and the course is therefore unsuitable to their needs and/or study objectives.</p> <ul style="list-style-type: none"> • Evidence that the student’s reasonable expectations about their course have not been met. • Evidence of a compassionate or compelling reason (e.g. family circumstances, wellbeing). • The student provides a valid offer of enrolment from another CRICOS-registered provider. • Where the College is unable to continue delivering the course.
<p>Grounds for Refusing a Transfer Request</p>	<p>The College may refuse a transfer request if:</p> <ul style="list-style-type: none"> • The request is made within the first six months of the principal course and does not meet the requirements of Standard 7. • The student has not fully utilised support services available at the College to address concerns. • The transfer may be considered detrimental to the student’s progress, welfare, or visa obligations. • The student has outstanding fees or financial obligations to the College. • The request appears to be motivated by immigration-related reasons only (e.g. seeking to extend visa).
<p>Procedure for Assessing Transfer Requests</p>	<p>Step 1 – Submission of Request</p> <ul style="list-style-type: none"> • Student/parent/guardian submits a written request (Transfer Request Form) to the International Student Coordinator, including reasons and supporting documents. • The College must have written confirmation from the overseas student’s parent or legal guardian to support the transfer. <p>Step 2 – Acknowledgement</p> <ul style="list-style-type: none"> • The College acknowledges receipt within 5 working days. <p>Step 3 – Assessment</p> <ul style="list-style-type: none"> • The International Student Coordinator reviews the request against this policy. • The College may interview the student and/or guardian to understand the circumstances. • Relevant support services (e.g. counselling, academic support) are offered where appropriate. • Where the overseas student is not being cared for in Australia by a parent or suitable nominated relative, the receiving provider must confirm it accepts responsibility for approving the student’s accommodation, support and general welfare arrangements in accordance with Standard 5 (Younger overseas students)

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Step 4 – Decision

- The Principal (or delegate) makes the final decision within **10 working days**.
- If approved:
 - The College issues a **Letter of Release** (if within first six months of principal course).
 - PRISMS records are updated accordingly.
 - Approval must be granted at no cost to the overseas student and the releasing registered provider must advise the overseas student to contact Immigration to seek advice on whether a new student visa is required.
- If refused:
 - Written reasons are provided, along with information on the **appeals process**.

Step 5 – Appeals

- Students may appeal the decision through the School's Complaints and Appeals Policy within **20 working days**.
- The College will not finalise refusal in PRISMS until the appeal process is completed.

Record Keeping

- All requests, decisions, and supporting documentation are retained on the student's file for at least **2 years** after the student ceases enrolment.

Roles and Responsibilities

- **International Student Coordinator** – receives and assesses requests, provides support, liaises with students and guardians.
- **Principal/Delegate** – final decision-maker.
- **Compliance/Admissions Officer** – ensures PRISMS updates and accurate recordkeeping.

Review of Policy

This policy will be reviewed every **two years** or earlier if legislative requirements change.