



## STUDENT TRANSFER REQUEST POLICY

Immanuel Lutheran College's Overseas student transfer policy and processes apply to overseas students requesting to transfer prior to completing the first six months of their first registered College sector course or

### Overseas students requesting to transfer prior to completing the first six months of their first registered College sector course:

1. Overseas students are restricted from transferring from their first registered College sector course of study for a period of six months. This restriction also applies to any course(s) packaged with their first registered College sector course of study. Exceptions to this restriction are:
  - a) If the student's course or College becomes unregistered
  - b) The College 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 release in PRISMS.
2. Students can apply to be released by submitting a Student Transfer Request Application at no charge to enable them to transfer to another education provider. However, if a student has not completed the first six months of the first registered College sector course of study or is under 18 years of age, conditions apply.
3. Immanuel Lutheran College will only release a student before completing the first six months of their first registered College sector course in the following circumstances:
  - a) The student is no longer within a reasonable travelling time of the College.
  - b) The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with Immanuel Lutheran College's intervention strategy to assist them in accordance with Standard 8 (Overseas student visa requirements).
  - c) The student provides evidence of compassionate or compelling circumstances.
  - d) Immanuel Lutheran College fails to deliver the course as outlined in the written agreement.
  - e) The student provides evidence that their reasonable expectations about their current course are not being met.
  - f) The student provides evidence that he / she was misled by Immanuel Lutheran College or an education or migration agent regarding Immanuel Lutheran College or its course and the course is therefore unsuitable to his/her needs and/or study objectives.
  - g) An appeal (internal or external) on another matter results in a decision or recommendation to release the student.
  - h) Any other reason stated in the policies of Immanuel Lutheran 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 application
5. Immanuel Lutheran College will NOT agree to the transfer before the student completes the first six months of their first registered College sector course in the following circumstances:
  - a) The student's progress is likely to be academically disadvantaged
  - b) Immanuel Lutheran 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 College support services which may assist with making adjustments to a new environment, including academic and personal counselling services
  - e) College fees have not been paid for the current term/semester.
6. To apply for transfer to another provider, students need to:
- a) Complete an Application for Student Transfer Form available from the Enrolment Registrar.
  - b) Give this completed application form and a valid offer of enrolment from another provider to Enrolment Registrar for assessment.
  - c) If under 18 years of age, attach written confirmation of the parent/s or legal guardian/s support for the transfer to the nominated provider.
7. Immanuel Lutheran College will assess the student's transfer request application and notify the student of a decision within 10 working days.
8. If Immanuel Lutheran College grants the student's transfer request, the student will be notified, and the decision will be reported to the Department of Home Affairs (Immigration) via PRISMS.
9. If Immanuel Lutheran College intends to refuse the student's transfer application request, Immanuel Lutheran College will provide the student with reasons for refusal in writing and include a copy of Immanuel Lutheran College's complaints and appeals policy (available at: [College Website International Students](#)). The student has the right to access Immanuel Lutheran College's complaints and appeals process and has 20 working days to do this. The student's transfer request application will only be finalised in PRISMS after one of the following occurs:
- a) the student confirms in writing they choose not to access Immanuel Lutheran College's complaints and appeals process, or
  - b) the student confirms in writing they withdraw from any appeals process they have commenced, or
  - c) the appeals process is completed, and a decision has been made in favour of the student or Immanuel Lutheran College.
10. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs (Immigration) office as soon as possible to discuss any implications: <https://immi.homeaffairs.gov.au/help-support/contact-us>.
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