



FULL FEE PAYING OVERSEAS STUDENTS TRANSFER REQUEST POLICY

WHEN CAN A STUDENT TRANSFER EDUCATION PROVIDERS?

Full Fee Paying Overseas Students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study except:

- If the student's course or school becomes unregistered;
- A Government sponsor (where applicable) considers a transfer to be in the best interests of the student; or
- If the student is granted a letter of release.

This restriction includes any courses packaged with the principal course of study, so it includes all pre-requisite courses as well as the first six months of the principal course.

After the first six months of the principal course of study, there are no restrictions on transferring education providers.

APPLYING FOR A LETTER OF RELEASE FROM CRANBROOK

Students/parents can apply for a letter of release to enable the student to transfer to another education provider prior to completion of their first six months of study at Cranbrook.

To apply for a letter of release, a student/parents must apply in writing to the Director of Admissions. The *Request for a Letter of Release Form* may be used for this purpose. The application must include the following:

- A letter of offer of enrolment from another education provider;
- Where the student is under 18, written confirmation that the new education provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not, or will not be, living with a parent; and
- Where the student is under 18, written evidence that the student's parents support the transfer.

An application to transfer to another registered provider may have visa implications. Students/parents are advised to contact the Department of Immigration and Border Protection as soon as possible to discuss any implications. Contact details for the nearest DIBP office are: Ground Floor, 26 Lee Street, Sydney NSW 2000. Telephone: +61 131 881. Email: student.centre@immi.gov.au.

The application for a letter of release will be considered and a decision made within 14 days of receipt of all required documentation, and the applicant notified of the decision in writing.

GRANTING OR REFUSAL OF A LETTER OF RELEASE

Cranbrook will provide a letter of release where the transfer will not be to the detriment of the student.

The following are examples of circumstances in which the granting of a request for a letter of release may be given:

- The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the School;
- It has been agreed by the School that the student would be better placed in a course that is not available at Cranbrook;



-
- The new education provider better meets the student's study capabilities or long term goals;
 - The student's reasonable expectations about the course are not being met; or
 - The student will be able to access greater support such as access to family, friends or cultural support through the new education provider.

Cranbrook will generally not provide a letter of release in the following circumstances:

- The student's progress is likely to be academically disadvantaged or it may otherwise be detrimental to the student's education;
- The student has only recently started and the full range of support services have not yet been utilised;
- The student is trying to avoid being reported to the Department of Immigration and Border Protection for failure to meet attendance or course progress requirements; or
- Cranbrook is concerned that the student's application to transfer is a consequence of the adverse influence of another party.

The decisions as to whether or not to grant a letter of release rests with the Headmaster.

Should the request for a letter of release be denied the student/parents will be advised in writing. This response will include the reasons for the decision.

Students/parents may appeal the decision to not grant a letter of release, or appeal if Cranbrook School does not respond in the noted timeframe: see the [Full Fee Paying Overseas Students Complaints and Appeals Policy](#).

FEES

There is no charge for an application for, or granting of, a letter of release.

If a letter of release has been approved to be granted however the required written notice of withdrawal has not been given, a cancellation fee will apply, in accordance with the *Enrolment Terms and Conditions – Overseas Students*. The letter of release will not be issued until any outstanding course fees, including the cancellation fee, have been paid to the School.

Where a student is transferring to another registered provider, any refunds of pre-paid course fees due to the parents will be refunded in accordance with the [Full Fee Paying Overseas Student Refund Policy](#).

DOCUMENTATION

All documentation relating to a request for a letter of release, including the written request and required supporting documentation, the decision of the School and its written response, and documentation relating to the request for an appeal of the decision and any appeal, will be kept on the student's file.

ENROLMENT OF A STUDENT FROM ANOTHER PROVIDER

Cranbrook School does not actively recruit students from other registered education providers.

Cranbrook School will not enrol a student from another registered education provider before they have completed six months of their principal course of study except where:

- The original registered provider has ceased to be registered or the course the student was enrolled in has based to be registered;
- The original registered provider has provided a written letter of release;
- The original registered provider has had a sanction imposed that prevents the student from continuing his



principal course of study; or

- A government sponsor of the student considers the change to be in the student's best interest and provides written support for the change.

Where Cranbrook School enrolls a student from another registered provider before they have completed six months of their principal course of study under any of the above circumstances, documentation supporting the relevant exception is retained in the student's file.

Published: 28 March 2017